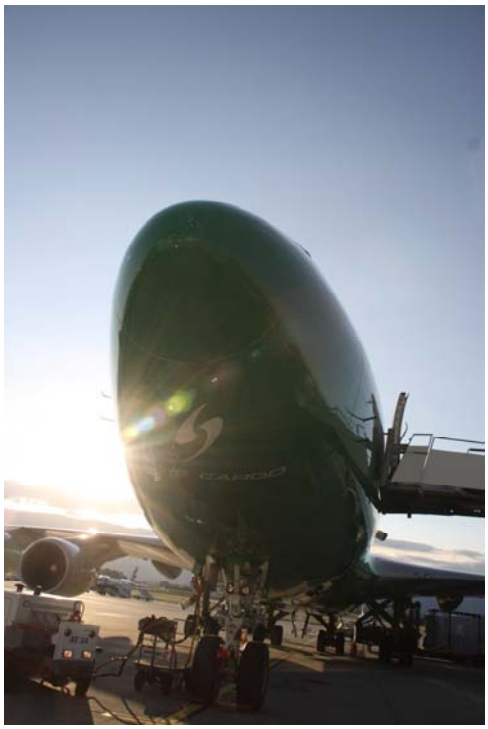
CASS*Link* User Manual

for

CASS Airlines



Version 2.16

(for CASS*Link* V2.16)

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1. Getting Started

1.1 What is CASS*Link*?

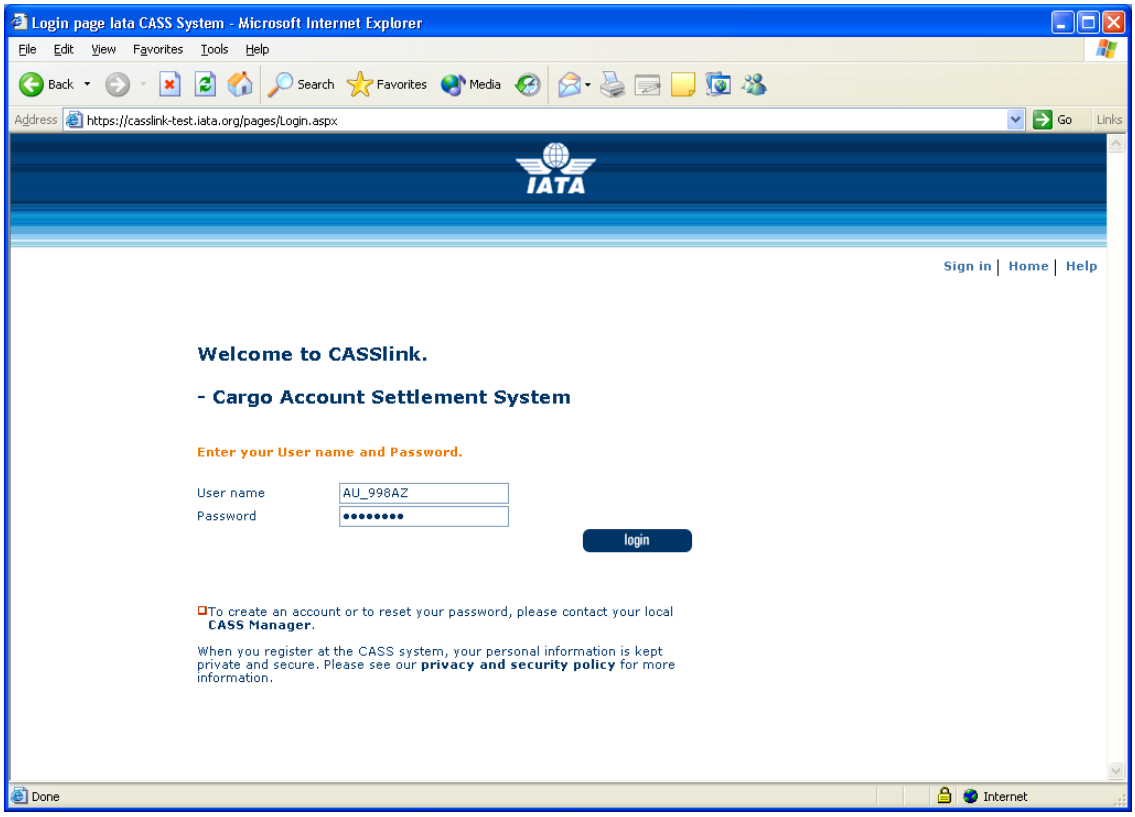
CASS*Link* is IATA's global processing system for processing of Airline documents - Air Waybills and correction documents (CCA's & DCM's) for billing to IATA Accredited Agents and CASS Associates. It uses global standards in accepting electronic documents for processing and standard output reporting. The report received by your office in London or Singapore is the same as those in Sydney or Auckland.

One of the advantages of CASS*Link* is that, being a web-based system, the information contained in it is accessible online anywhere, provided you have a Username and Password.

1.2 Internet URL

The CASS*Link* website address (URL) is:

https://casslink.iata.org


Login page Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://casslink-test.iata.org/pages/Login.aspx
Go Links
IATA
Sign in | Home | Help
Welcome to CASSlink.
- Cargo Account Settlement System
Enter your User name and Password.
User name
AU_998AZ
Password
login
To create an account or to reset your password, please contact your local CASS Manager.
When you register at the CASS system, your personal information is kept private and secure. Please see our privacy and security policy for more information.
Done
Internet

1.3 Username and Password

The CASS Manager will allocate a Username and Password to all IATA Airlines. For security purposes, the Username and Password are unique, with the initial Password being computer generated.

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Your Username is usually based on your 2-letter country code eg. AU, JP etc., followed by your Airline three-digit numeric and two-alpha codes eg. JP_131JL, SQ_081QF.

The initial computer generated Password, usually contains UPPER and lower case alpha and numeric characters.

Remember that both the Username and Password are Case Sensitive.

It is recommended that at initial login, all Users should go to User Maintenance and change their password. (See Section 5 of this document for more details.)

If you have not received a Username or Password, contact your CASS Manager and ask for these to be allocated to you. Similarly, contact your CASS Manager if you have forgotten your Username or Password, or you have been locked-out of CASS*Link* because the Username or Password has been entered incorrectly five (5) times.

The Username allows the Airlines to:

- *Link* to other CASS*Link* "Countries" eg. Singapore, Japan, France etc.
- Access available Menu Options

Your CASS Manager can also create additional Usernames for Airline users where necessary.

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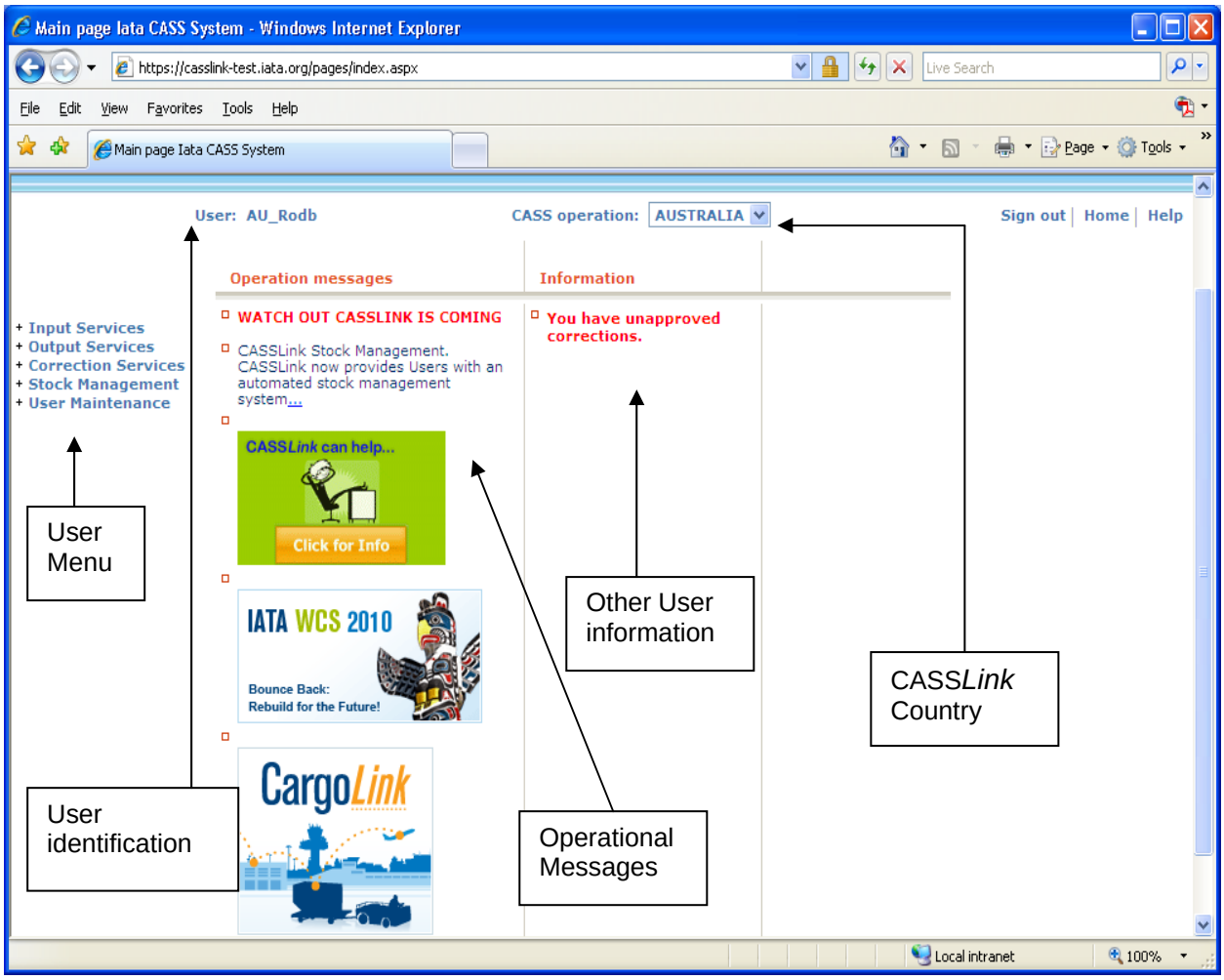
1.4 CASS*Link* Log-in Screen



The CASS*Link* "Home" screen contains information on the following:

- Which User is logged in
- Which CASS*Link* Country is being accessed
- Any Operational Messages, such as scheduled maintenance and system downtime
- User Information, possibly more relevant to Airlines and the CASS Manager.
- Menu options associated with the User profile.

1.5 CASS*Link* Menu

Once you have successfully entered the CASS*Link* website using your Username and Password, there are four (5) menu options for the CASS*Link* User to choose. These can be found on the left-hand side of the CASS*Link* screen. These Menu options are:

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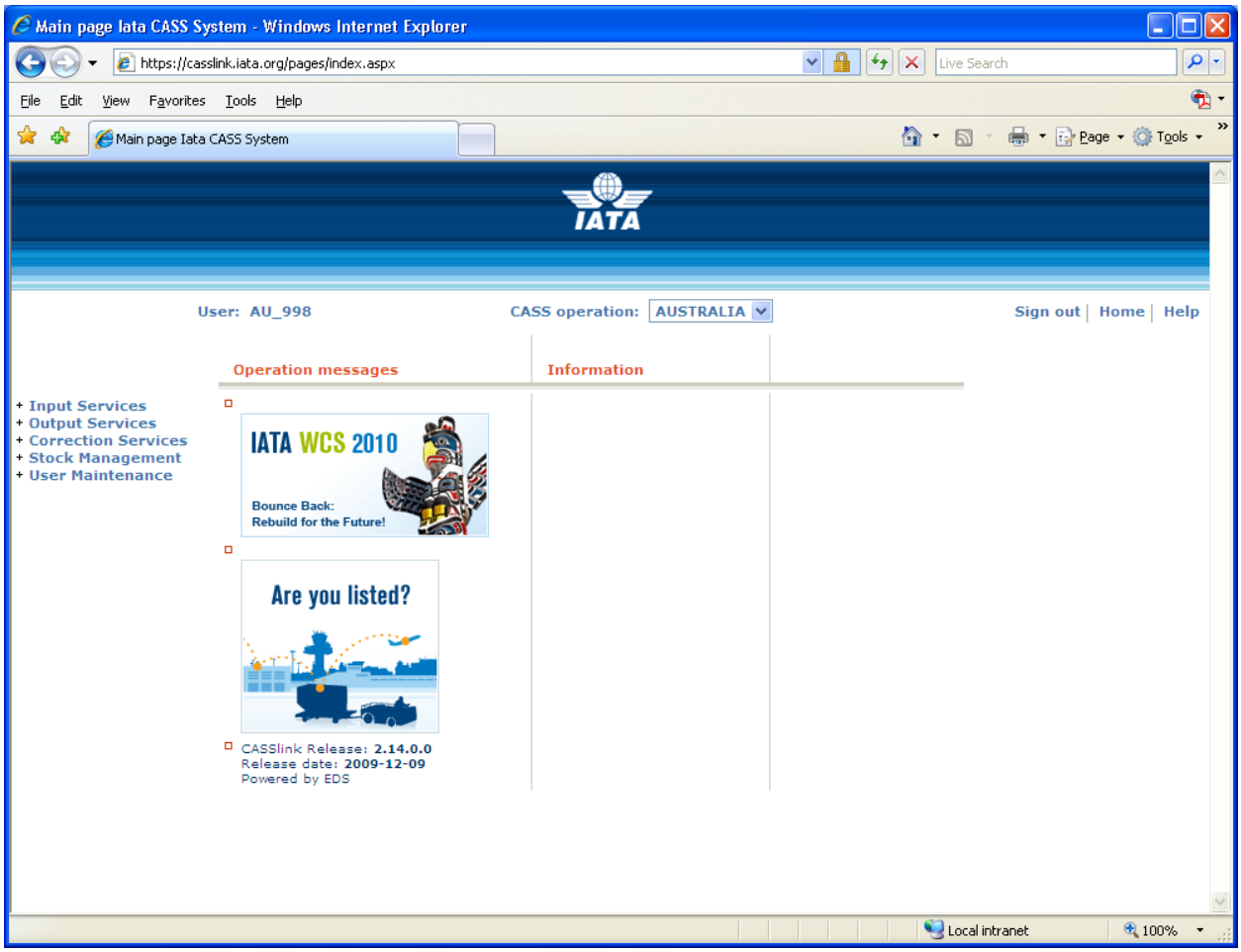
- Input Services
- Output Services
- Correction Services
- Stock Management
- User Maintenance



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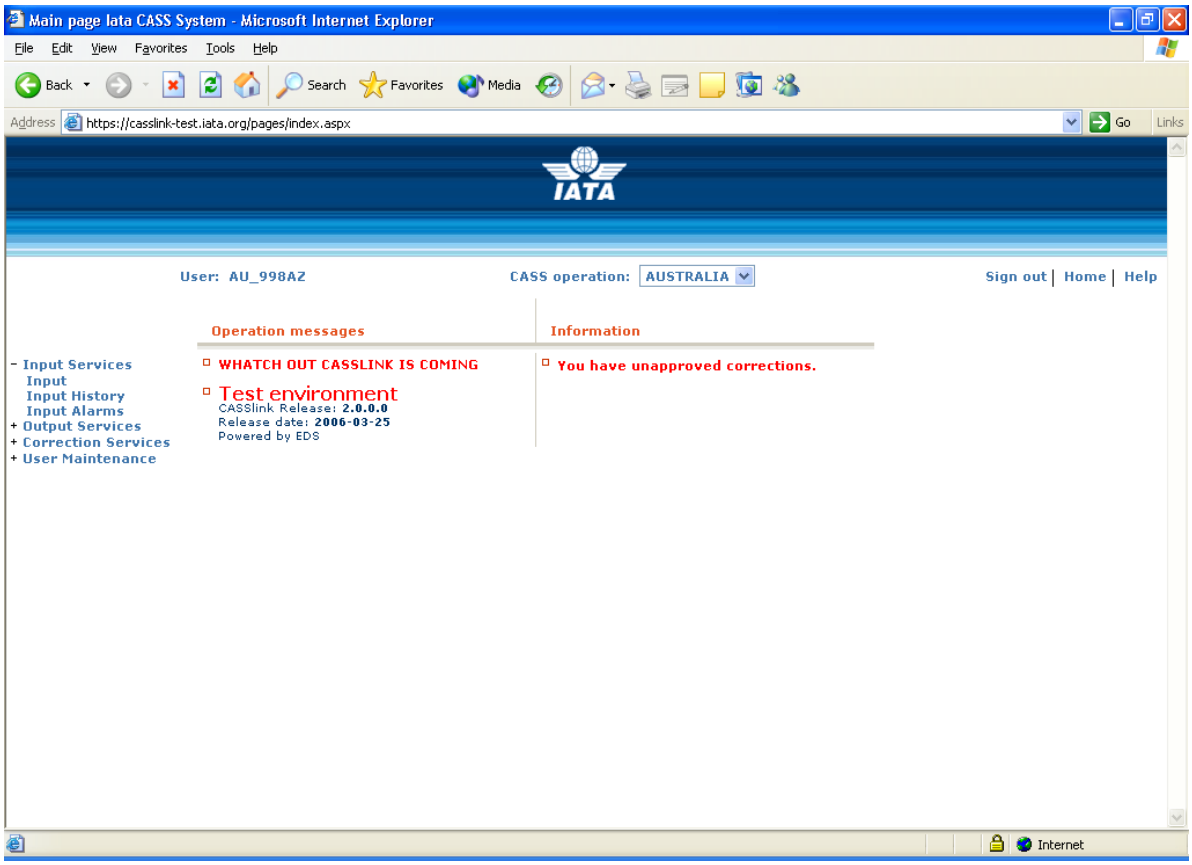
2. Input Services



2.1 Input File

The Input File module is used by Airlines and CASS Managers to “Upload” Airline billing information into CASSLink.

The billing file is a .txt file containing:

- A Header record
- AWB records and correction documents (CCA & DCM)
- A Trailer Record

Details of the standard file structure may be found in the CASS Technical Specifications Handbook, which is available from IATA (www.iataonline.com)

See example of Airline billing file below.

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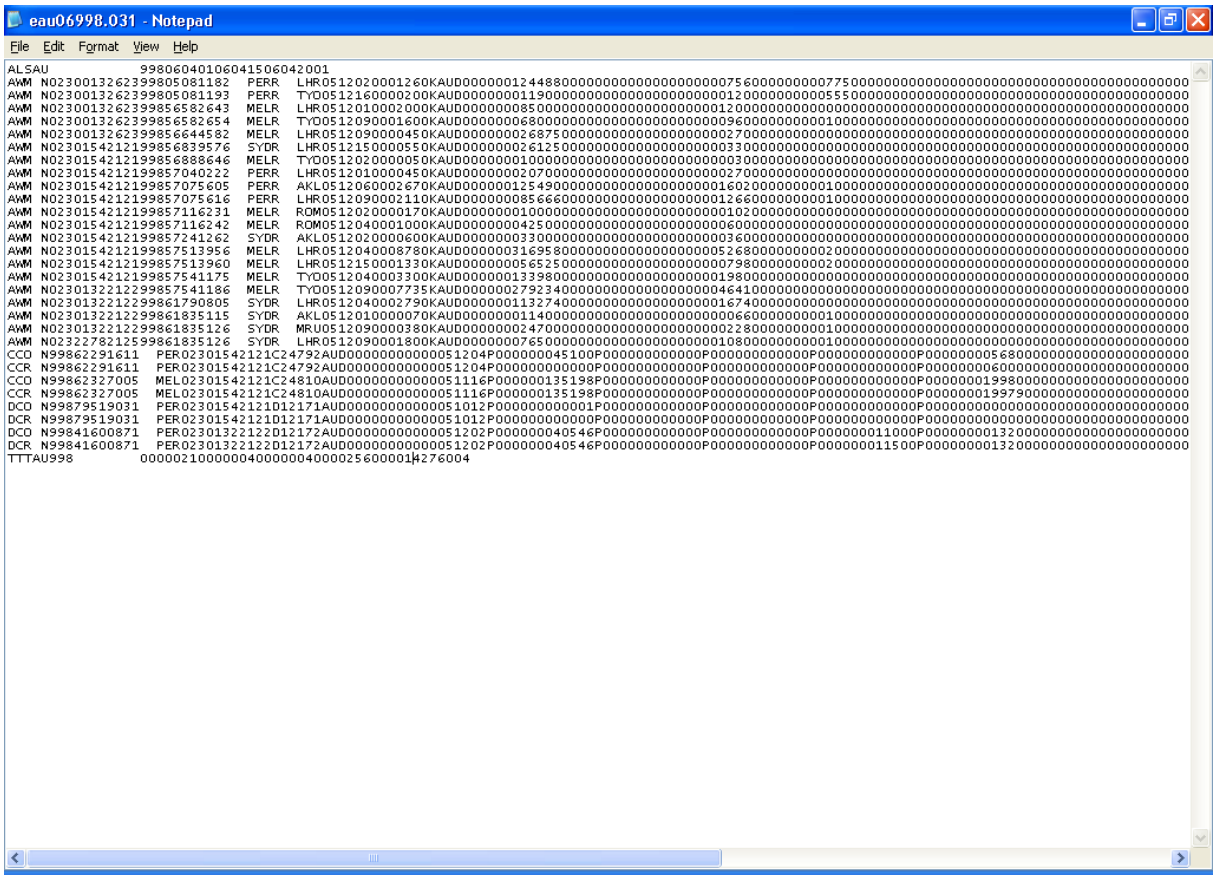

2.1.1 Data File Header Record

The correct format for the file Header Record is:

ALSCC 998090116090131050201 01

Where:

ALS	=	Record ID - ALS
CC	=	ISO Country Code (AU, JP, SQ, NZ, TH etc)
998	=	Airline numeric code.
090116	=	Period Start date (YYMMDD)
090131	=	End of Period date (YYMMDD)
090201	=	Date of Billing (YYMMDD)
01	=	File number (generally 01, but if more than one file is produced by the airline for a given period, this can be 02, 03, 04 etc. up to 99.

A load error may occur when the Header is not complete or incorrect.

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2.1.2 Data File Name

There is no correct name convention for the Input Data File. One suggested file name format is:

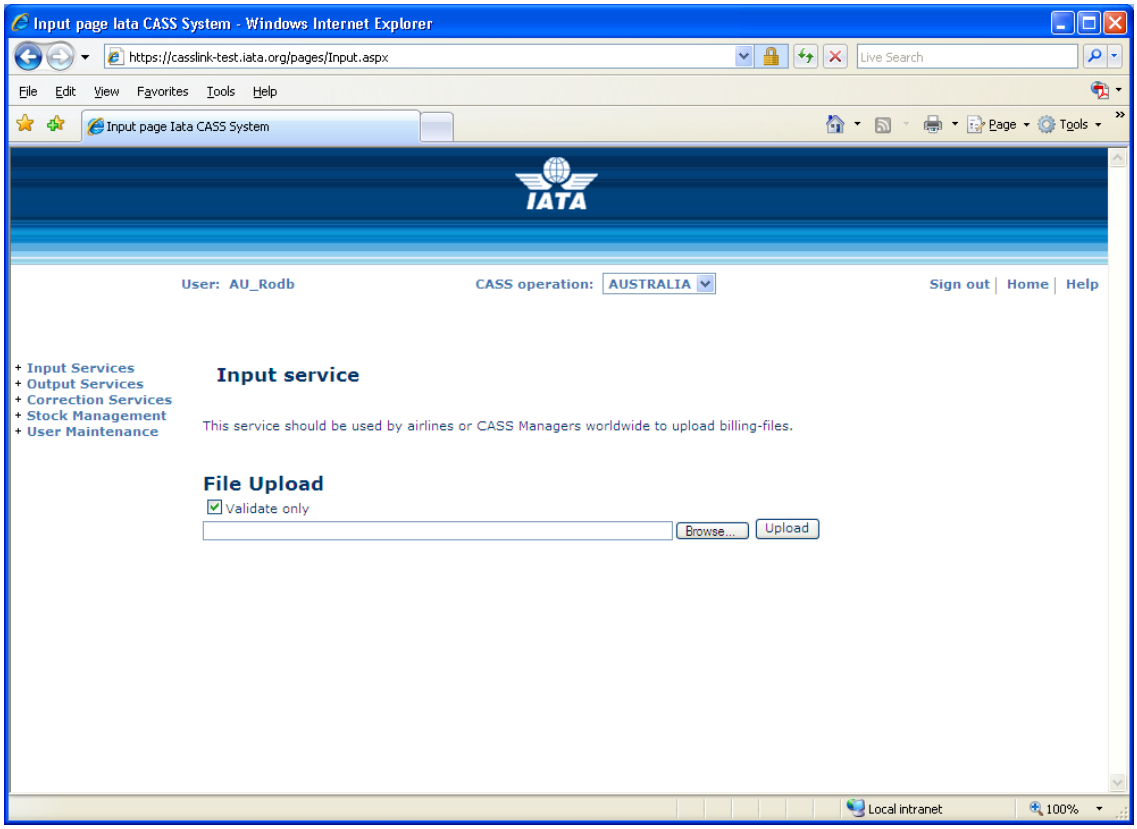
EYYCCAIR.PPN

Eg. E09AU998.021

Where:

E	=	Export
YY	=	year (06)
CC	=	Country code (AU, NZ, FJ, SQ, JP etc)
AIR	=	Airline numeric code
PP	=	Billing Period number (01, 02,…,24)
N	=	number of file, usually corresponding to the “File number” in the Header Record (above)

By using this or a similar file name to store and manage files, the relevant Year, Billing Period and country are easily recognized. The need to easily identify country and Period information is especially relevant where Airlines or GSA’s load files for multiple Airlines or CASS*Link* operations from a single central point.



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2.2 Input

With conversion to the global CASS*Link* system, Airlines are encouraged to “Upload” their own billing file or files into the CASS*Link* system for processing each billing period. Further, Airlines with access to multiply CASS*Link* “Countries” can load their billing files as one single combined file input.

CASS*Link* will check the validity of the input file to ensure that the format complies with the requirements defined in the CASS Technical Specifications Handbook, as well as checking for duplicates and other errors.

It is recommended that all files be validated first before loading by ensuring the “**Validate Only**” box is ticked (default setting) on the input screen. This gives the user the opportunity to correct any errors before deciding whether to accept the file or reject it (see notes on Input History).

CASS*Link* prepares a Validation Report that can be viewed in the Input History page or by viewing a copy of the Report, sent by email to the user’s email address. (If you do not receive the Validation Report email, contact your CASS Manager and verify that CASS*Link* contains the correct email address in the User profile.)

The Validation Report provides details of the file that has been validated, specifically detailing any errors, thus giving the user the option to “reject” the file upload, correct any errors and re-validate the file.

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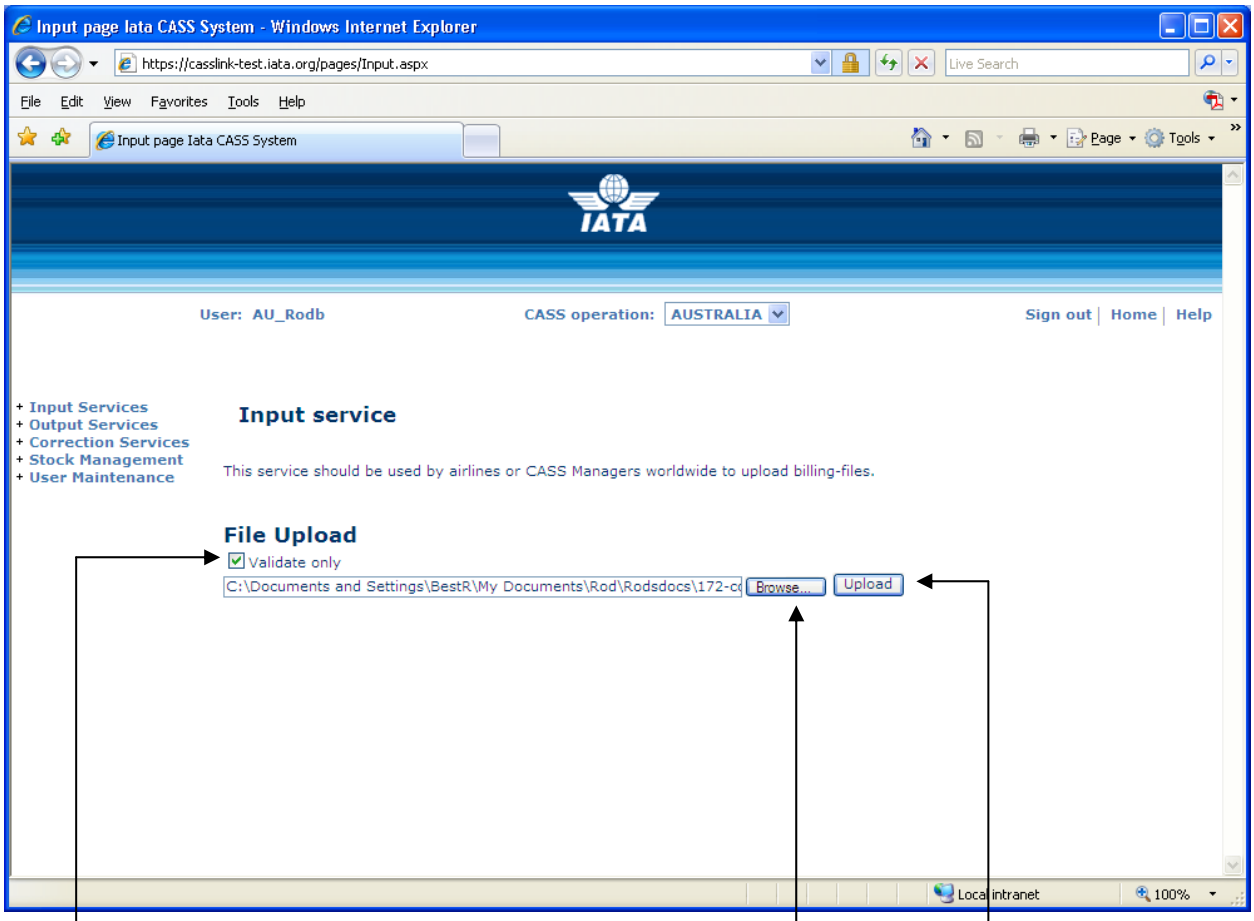

VALIDATE ONLY – ensure that the "Validate Only" box is ticked (default setting), the Airline has the option of "Accepting" or "Rejecting" the billing file (see Input History).

BROWSE – Allows user to search for the file to be "Loaded" on the computer hard drive.

UPLOAD – After selecting the file for loading (Browse) Click on Upload to load the file into CASSLink.

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2.3 Input history

The listing in Input History identifies:

- the Billing period (by Period end-date),
- the number of Records,
- number of Errors,
- number of records with Warning
- status of the file upload.
- More Info (File details)
- Validation Report (ViewPDF)
- Download (copy of file loaded into CASSLink)

The search features on the Input History page allow for Users to:

- Specify the Airline information required, especially for Users that load files for more than one Airline, such as GSA's.
- Refine the Date range of the search

Note: The date displayed in the search results is that date entered in the Header Record of the input file. Therefore, if the period "End Date" is not entered correctly, the date range search may not list the required file. This does not mean that the billable documents will not be processed in the intended billing period as CASS*Link* uses the document "execution date" as the date for billing the document, but that the file details will not be viewed with other files loaded for the same billing period.

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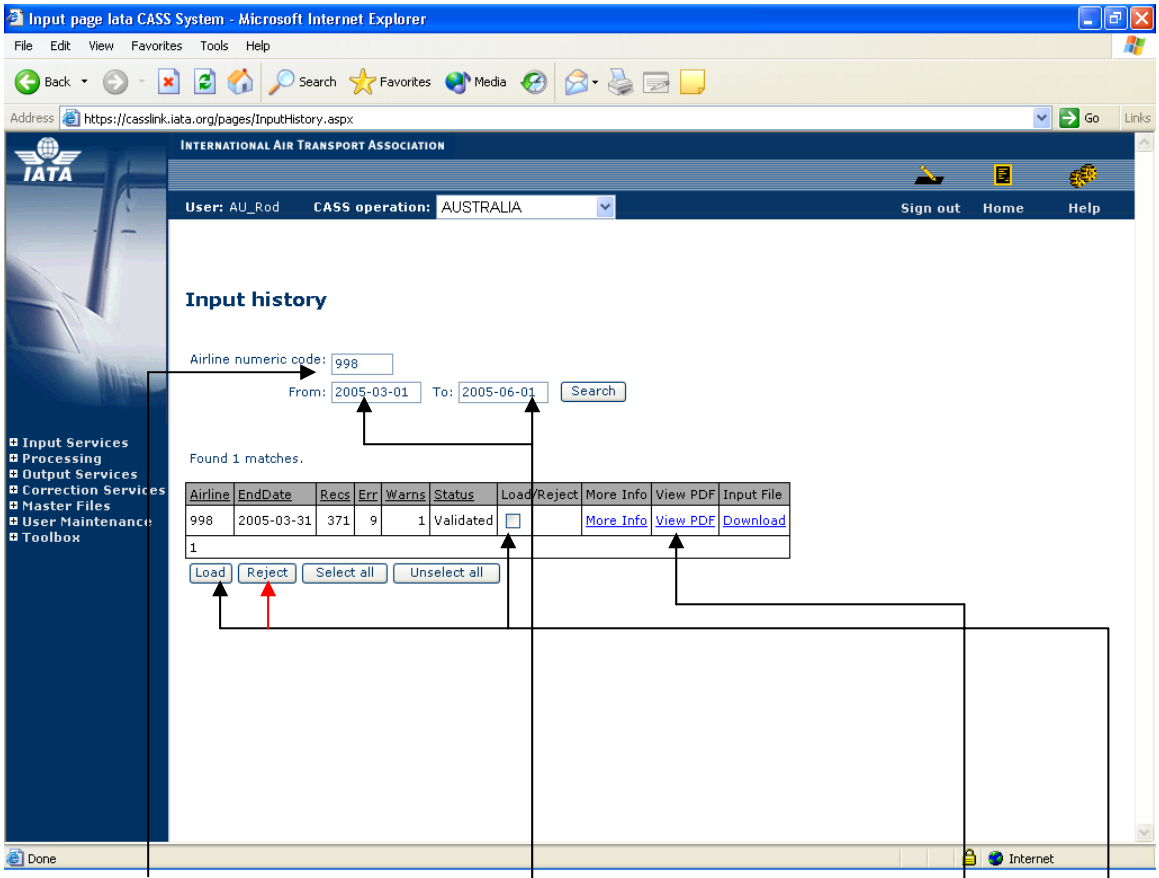

Airline Numeric Code optional search for GSA's loading files for more than one Airline.

Change date range to refine the date range to be searched and click on Search button.

View the file validation details by clicking on "View PDF". This will open a PDF report that will detail any errors and what has been accepted, rejected or accepted with a "Warning".

If File is OK to be Loaded, tick the Load/Reject Box then Click on the **Load** button. If the file contains errors that can be corrected, tick the Load/Reject Box and click the **Reject** button.

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2.4 Loading Files

The following steps are the procedure for loading files into CASS*Link* for processing. The loading of files MUST be completed before the CASS Reports Production Date (as per the CASS Reporting Timetable). Failure to load and Validate files before this date may result in the file not being captured for processing in the required Billing Period.

2.4.1 Steps for Loading Files

1. Prepare the file to be uploaded. This must be loaded before the cut-off date for EDI Data Upload as shown in your CASS Reporting Timetable. Save the file for Upload.
2. Log into CASSLink
3. Select **Input Services**, then **Input**
4. Select "**Browse**" and search for the saved file (prepared in step 1 above) for the particular Billing Period.
5. Ensure the "**Validate Only**" box is ticked (default setting) so that any errors or warnings can be examined and corrected if necessary.
6. Select "**Upload**". A message should appear at the end of the load sequence indicating "**File Upload successful**". If this message is not received i.e. there is an error, open the file and check for any errors, particularly in the Header Record.
7. If the file is loaded successfully, select **Input Services**, then **Input History**
8. All files entered into CASS*Link* **in the date range selected** for your Airline will be listed.
9. Check the file entry and see if there are any errors or warnings. If there are, select **View PDF** to look at the Validation Report. All errors will be listed, as well as totals on the bottom of the report. If the file contains errors that can be corrected, the User can either "Load" the file with the errors, or "Reject" the file so that the errors can be corrected and re-load the file (back to step 3).
10. To either "Load" or "Reject" the file, select the "tick box" under "Load/Reject" and either select the "**Load**" or "**Reject**" boxes at the bottom of the file list. Only files where "validation only" is "ticked" (not "un-ticked") can be rejected due in this manner.

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2.5 Load Status

When uploading files to CASSLink, a list will be available including the status of the “Upload”. The following status will be displayed:

- Receiving - Received
- Validating - Validated
- Loading - Loaded
- Rejected

When the file has been successfully loaded, more information is available including the Validation Report in .PDF format. This Validation Report is also emailed to the uploading User (the email address used is recorded in the User Profile. If the Validation Report is not received, contact your CASS Manager and verify/update your User email address).

Only files where "Validate only" is selected can be rejected due to errors.

If, after loading a file, the Status does not change from Receiving, Validating or Loading to Received, Validated or Loaded after an acceptable period of time, contact your CASS Manager. At certain times, congestion in the CASS*Link* system may result in delays in completing the file Upload.

A load “Failure” may occur for no apparent reason. If the “Failure” status is received at file load and there is no logical explanation for the failure, retry the file Upload.

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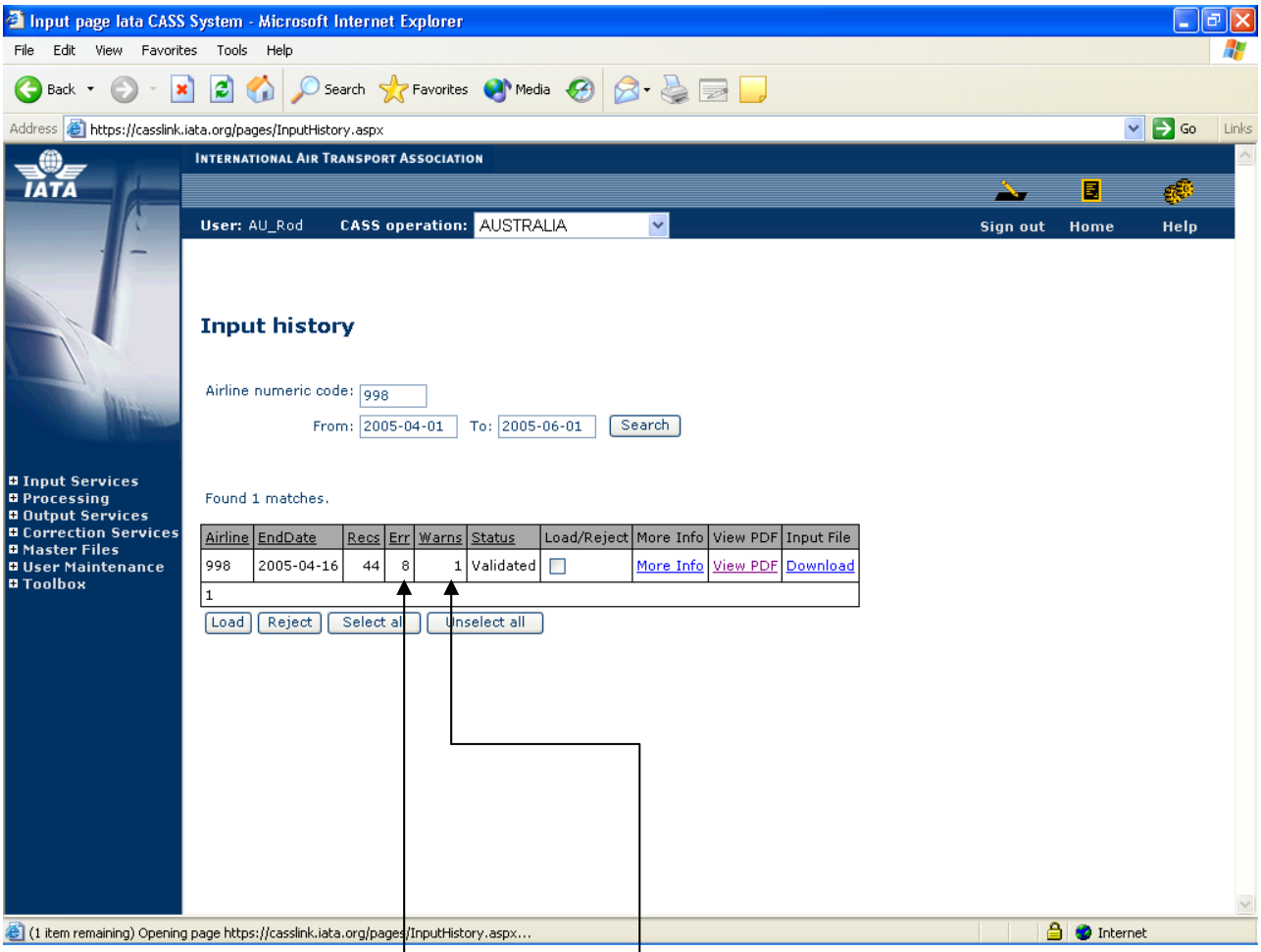
2.6 Accepting or Rejecting Files

When the Input File has been uploaded if the “Validate Only” box has been “ticked”, the file can be loaded or rejected. The file load will be displayed on the Input History screen as below.



Errors – Records that have errors and have been rejected

Warning – Records that have been accepted, but may be for “future period”, or “High Amount Found”

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The **Input History** screen displays:

- Airline code
- Period end-date
- Records
- Errors
- Warnings
- Status
- Load/Reject “tick” box
- More Info
- View PDF (Validation pdf report)
- Input File (download)

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2.7 File Upload Errors

Errors may occur when loading files. These include:

Error Message	Possible reason or correction
“One of the files submitted is already uploaded”.	This may be because the file already being loaded or the new file has the same file number in the Header Record. Open the file in Notepad to check the file number.
File not found or one of the submitted files is of incorrect input format	Open the file in Microsoft Notepad (or similar) and examine the file for any unusual characters. In particular check the Header Record and ensure that the dates and file number are numeric characters only, especially that there are “0’s” (zero’s), not “o’s” (alpha). Also ensure that the Header Record is on the first line of the file and the first line is not blank.
“The header contained dates that were incorrect”	Check the Header Record to ensure dates are correct.
No apparent reason can be found for the load failure.	Retry the upload
“BillingDate : O6-04-20 is not nummeric.”	There is an “O” (Oscar) instead of a “0” (zero) in the date field of the Header.

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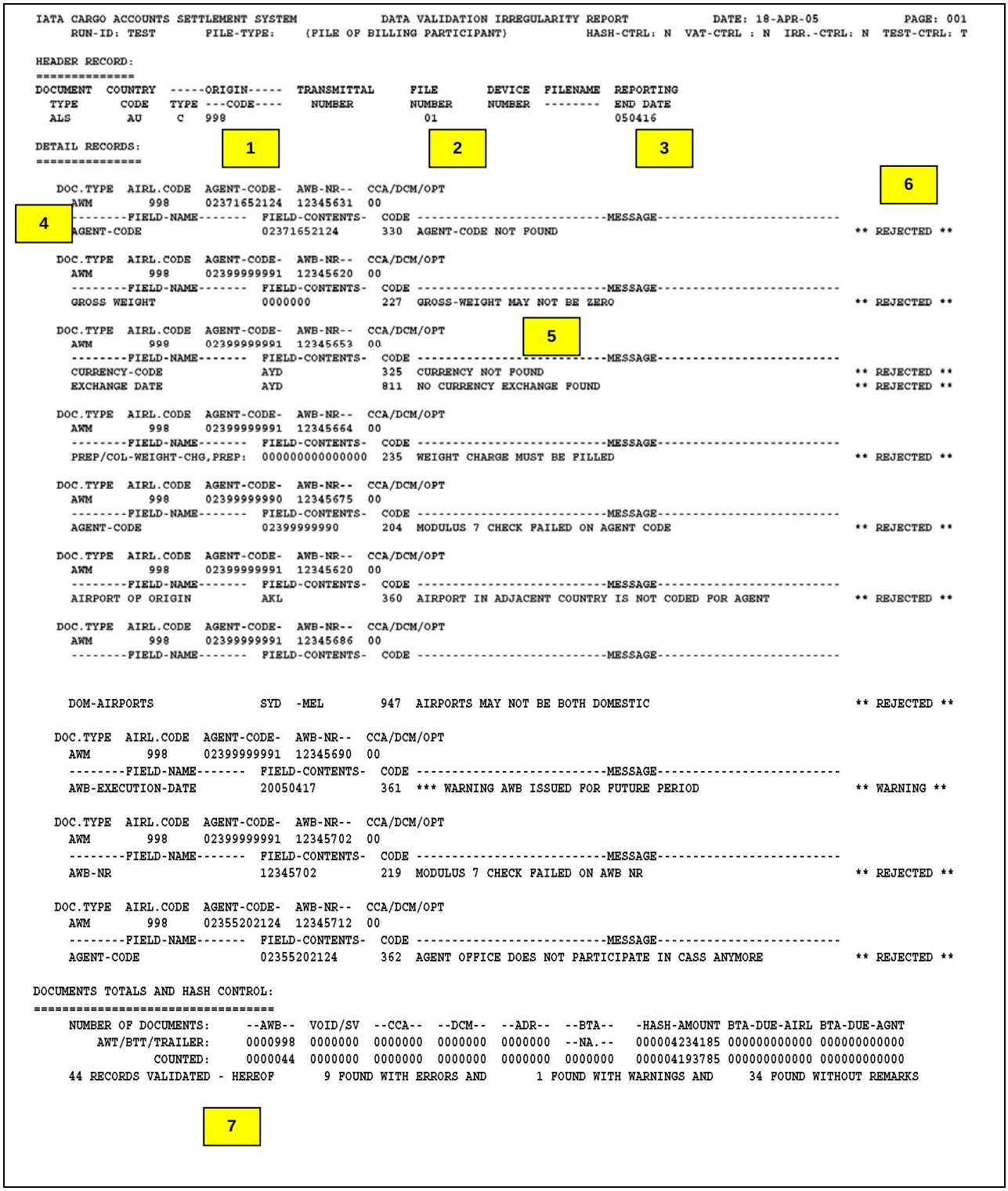
2.8 Sample Validation Error Report



```
IATA CARGO ACCOUNTS SETTLEMENT SYSTEM            DATA VALIDATION IRREGULARITY REPORT          DATE: 18-APR-05          PAGE: 001
     RUN-ID: TEST       FILE-TYPE:    (FILE OF BILLING PARTICIPANT)          HASH-CTRL: N  VAT-CTRL : N  IRR.-CTRL: N  TEST-CTRL: T

HEADER RECORD:
==============
DOCUMENT  COUNTRY  -----ORIGIN-----  TRANSMITTAL     FILE       DEVICE  FILENAME  REPORTING
  TYPE      CODE   TYPE ---CODE----    NUMBER        NUMBER     NUMBER  --------  END DATE
  ALS        AU     C   998                          01                           050416

DETAIL RECORDS:
===============

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02371652124  12345631  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     AGENT-CODE                 02371652124      330  AGENT-CODE NOT FOUND                                  ** REJECTED **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02399999991  12345620  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     GROSS WEIGHT               0000000          227  GROSS-WEIGHT MAY NOT BE ZERO                          ** REJECTED **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02399999991  12345653  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     CURRENCY-CODE              AYD              325  CURRENCY NOT FOUND                                    ** REJECTED **
     EXCHANGE DATE              AYD              811  NO CURRENCY EXCHANGE FOUND                            ** REJECTED **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02399999991  12345664  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     PREP/COL-WEIGHT-CHG,PREP:  000000000000000  235  WEIGHT CHARGE MUST BE FILLED                           ** REJECTED **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02399999990  12345675  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     AGENT-CODE                 02399999990      204  MODULUS 7 CHECK FAILED ON AGENT CODE                  ** REJECTED **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02399999991  12345620  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     AIRPORT OF ORIGIN          AKL              360  AIRPORT IN ADJACENT COUNTRY IS NOT CODED FOR AGENT    ** REJECTED **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02399999991  12345686  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------


     DOM-AIRPORTS               SYD  -MEL        947  AIRPORTS MAY NOT BE BOTH DOMESTIC                     ** REJECTED **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02399999991  12345690  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     AWB-EXECUTION-DATE         20050417         361  *** WARNING AWB ISSUED FOR FUTURE PERIOD              ** WARNING **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02399999991  12345702  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     AWB-NR                     12345702         219  MODULUS 7 CHECK FAILED ON AWB NR                      ** REJECTED **

   DOC.TYPE  AIRL.CODE  AGENT-CODE-  AWB-NR--  CCA/DCM/OPT
     AWM        998     02355202124  12345712  00
     --------FIELD-NAME-------  FIELD-CONTENTS-  CODE ----------------------------MESSAGE--------------------------
     AGENT-CODE                 02355202124      362  AGENT OFFICE DOES NOT PARTICIPATE IN CASS ANYMORE     ** REJECTED **

DOCUMENTS TOTALS AND HASH CONTROL:
==================================
     NUMBER OF DOCUMENTS:     --AWB--  VOID/SV  --CCA--  --DCM--  --ADR--  --BTA--   -HASH-AMOUNT BTA-DUE-AIRL BTA-DUE-AGNT
         AWT/BTT/TRAILER:     0000998  0000000  0000000  0000000  0000000  --NA.--   000004234185 000000000000 000000000000
                  COUNTED:    0000044  0000000  0000000  0000000  0000000  0000000   000004193785 000000000000 000000000000
     44 RECORDS VALIDATED - HEREOF       9 FOUND WITH ERRORS AND       1 FOUND WITH WARNINGS AND     34 FOUND WITHOUT REMARKS
```

1 2 3 4 5 6 7

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2.8.1 Index of Sample Validation Error Report

1 - Country Code and Airline identification (numeric code)

2 - File number (relevant if there are more than one file for the Airline

3 - Billing period end-date

4 - Document details – record type, AWB serial number, Agent code

5 - Error details – Type of error and explanation

6 - Error status – Rejected, Warning

7 - Record count – number Validated (documents on the file), number found with Errors, number found with Warnings, number found without Remarks (no errors or warnings)

2.9 File Load Errors

Error	Reason
Weight Charge must be filled	CASS*Link* will not accept a “Revenue” AWB, CCA or DCM record without a weight charge ($)
Gross Weight may not be zero	CASS*Link* will not accept a “Revenue” AWB, CCA or DCM record without a value in the weight area
Modulus 7 check failed on Agent Code	Check the agent code
Modulus 7 check failed on AWB NR	Check the AWB serial number
Airports may not be both domestic	CASS*Link* will not accept a “domestic” AWB.
Airport in adjacent country is not coded for Agent	Departure code is an Airport in another country, or incorrect
Currency not found	Incorrect currency code has been entered
Agent-code not found	Agent code is not in CASS
Agent office does not participate in CASS anymore	Agent is no longer a valid CASS agent or location ie. “Stopped” or “Deleted”

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Warning	Reason
“Warning high amount found”	AWB value appears too high to system and should be investigated
“Warning AWB record issued for future period”	AWB has been accepted but will be billed in the future billing period that relates to the Execution Date on the AWB

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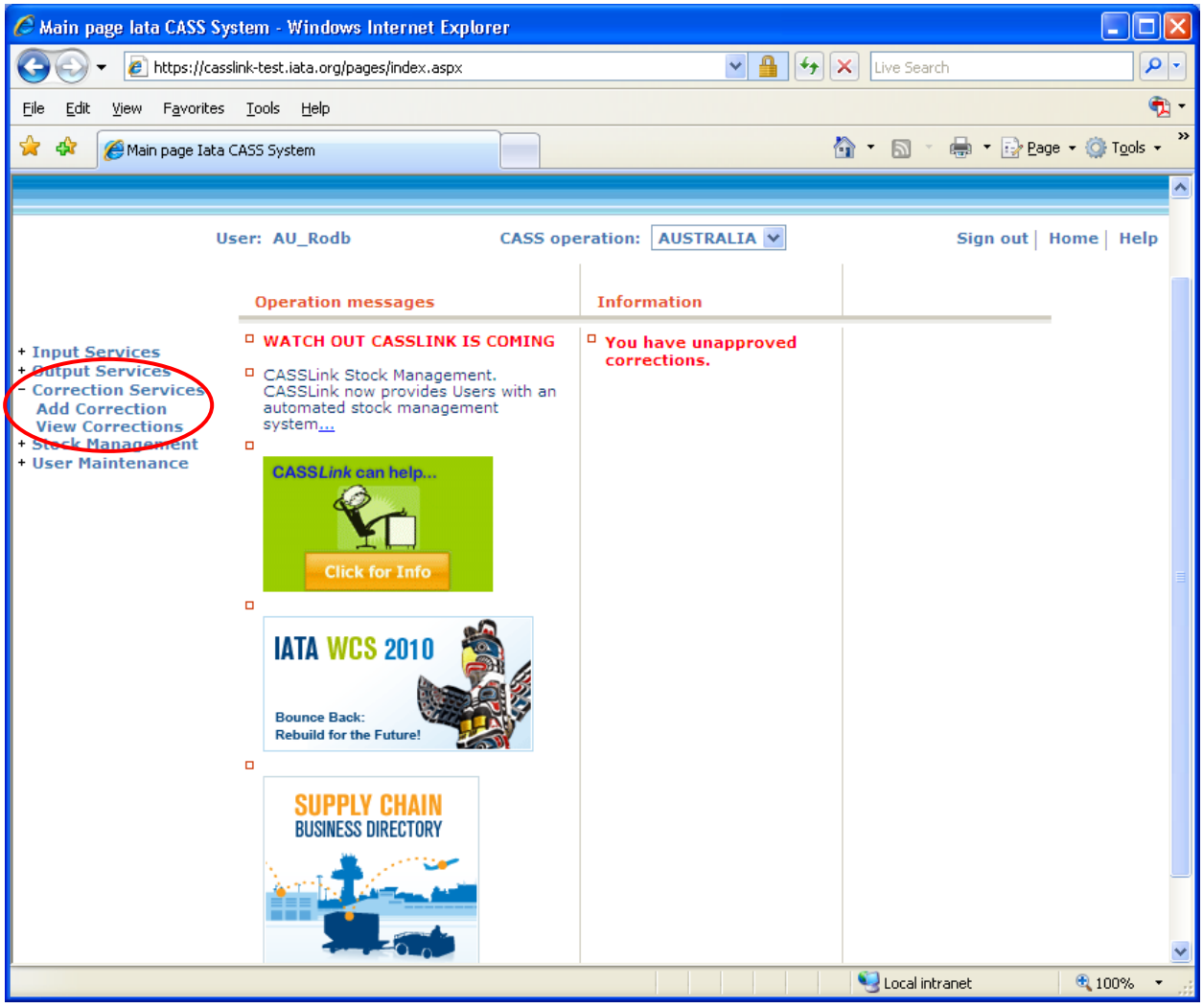
3. Output Services

Output Services contains two (2) sub-menu's for Airlines – Output Airlines and AWB History.



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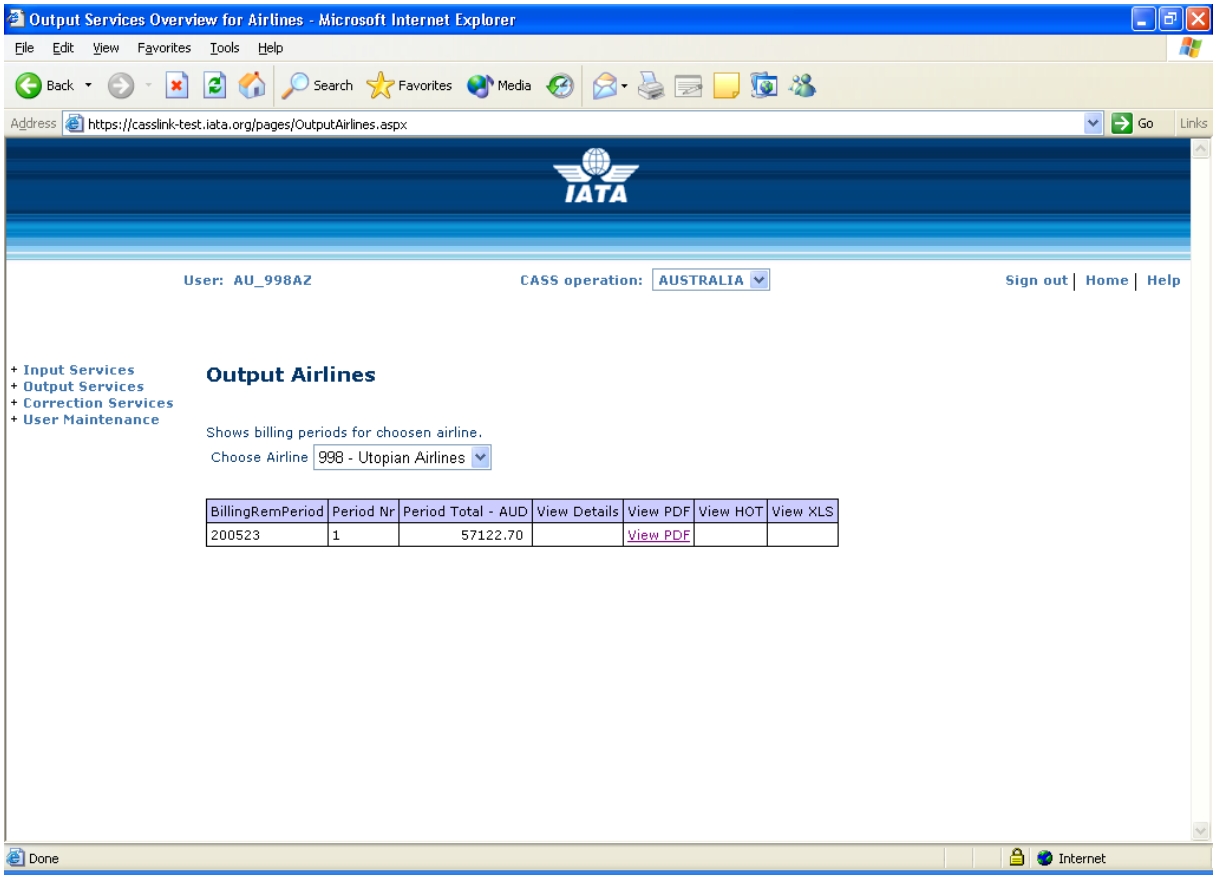
3.1 Output Airlines


Output Services Overview for Airlines - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://casslink-test.iata.org/pages/OutputAirlines.aspx
Go Links
IATA
User: AU_998AZ
CASS operation: AUSTRALIA
Sign out | Home | Help
+ Input Services
+ Output Services
+ Correction Services
+ User Maintenance
Output Airlines
Shows billing periods for choosen airline.
Choose Airline 998 - Utopian Airlines
BillingRemPeriod | Period Nr | Period Total - AUD | View Details | View PDF | View HOT | View XLS
200523 | 1 | 57122.70 | | View PDF | |
Done
Internet

The Output Airlines screen contains the following information:

- **CASS Operation** = Select the country required. Only used where the Airline is linked to operations in other CASS/CASS*Link* countries.
- **Choose Airline** = Will list your Airline name. Where the Airline handled by a GSA and is linked to more than one Airline, use the drop-down arrow to view another Airline.
- **Billing RemPeriod** = The Billing Period represented as YYYYPP. Each CASS operation has twenty-four Billing/Remittance Periods each calendar year. Therefore 200523 above would represent the period 01-15 DEC 2005.
- **Period Nr** = The number of the Period processed. "Normal" production Period will be "1", where a Correction Period would be shown as "2".
- **Period Total – Currency** = The total amount billed for the Period in the local billing currency. This amount will be reflected in the output reports (below).
- **View Details** = Projected billing data loaded by Airlines for the next Billing Period to be processed (see below for more details).
- **View PDF** = Cargo Sales Invoice/Adjustment & Export Billing Statement reports produced in PDF format. Airlines will need Abode Acrobat reader to open this report. Adobe Acrobat may be downloaded free from the Adobe website: http://www.adobe.com

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- **View HOT** = Airline HOT (Hand-off-Tape) in a text format. Winzip is required to open these reports.
- **View XLS** = Airline Spreadsheet Report (Microsoft Excel format).

All Airline output reports produced are available in Output Airlines.

Storage of CASS*Link* Reports for CASS Billing Periods may vary depending on the CASS*Link* operation in your country, but will generally be between two to 4 years online and a total of ten years availability (online and external archive) to meet taxation requirements in many countries.

In View Details, Airlines can view the projected amount to invoice to Agents, before the CASS*Link* reports are produced. Details can be viewed after an Airline has "uploaded" their billing data, but only after the daily processing has been executed, with details usually available on the next working day after the billing file has been uploaded by the Airline/s.

Each CASS*Link* operation will have different timetable deadlines for the Airline upload of billing files. Check with your CASS Manager or your CASS Reporting Timetable to see when files are due to be uploaded for the relevant CASS Billing Period.

These "Pre-billing" details may be used to request a "Correction" (see Section 4 – Correction Services) from the Airline/s should a billing error be found. This could ensure that any billing errors could be found and corrected **before** report production is completed.

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3.1.1 Digital Signatures

In a number of EU countries it is now a requirement under Directive 115, that CASS*Link* Invoices are digitally signed to ensure authenticity and security. Invoices are now being signed for a number of EU countries.

Output is not available after Processing until the Invoices are signed.

For procedures to load the Trust Certificates into your adobe viewer application, please see Appendix C.

3.2 Output Reports

Airline Output Reporting may be received in three (3) formats:

- PDF Report
- HOT File (flat or text file)
- XLS Spreadsheet

3.2.1 PDF Report

The PDF Report is the standard output report to all Airlines.

The PDF Report may be downloaded directly from CASS*Link* when billing production has been run. Additionally, the CASS Manager may email the PDF report to all Airlines at the end of Billing Report Production. The Airline may nominate up to four (4) recipients to receive this Report at the completion of the CASS*Link* Reports Production cycle. Advise all intended recipient email addresses to your CASS Manager.

The PDF document contains two (2) reports.

- The **Cargo Sales Invoice/Adjustment** report shows all Air Waybills and correction documents (CCA or DCM) billed to each Agent location. Each Agent location is reported separately and in numeric order.
- The **Export Billing Statement** provides a summary of amounts owed to or from all Agents for the Billing Period. The total amount due to or from Airlines for the Billing Period is shown as “Net Due Airlines” or “Net Due Agent” at the bottom of the report.
- The **Auto-Approved corrections** report provides a summary of any corrections auto-approved by CASSLink in the Correction Period.

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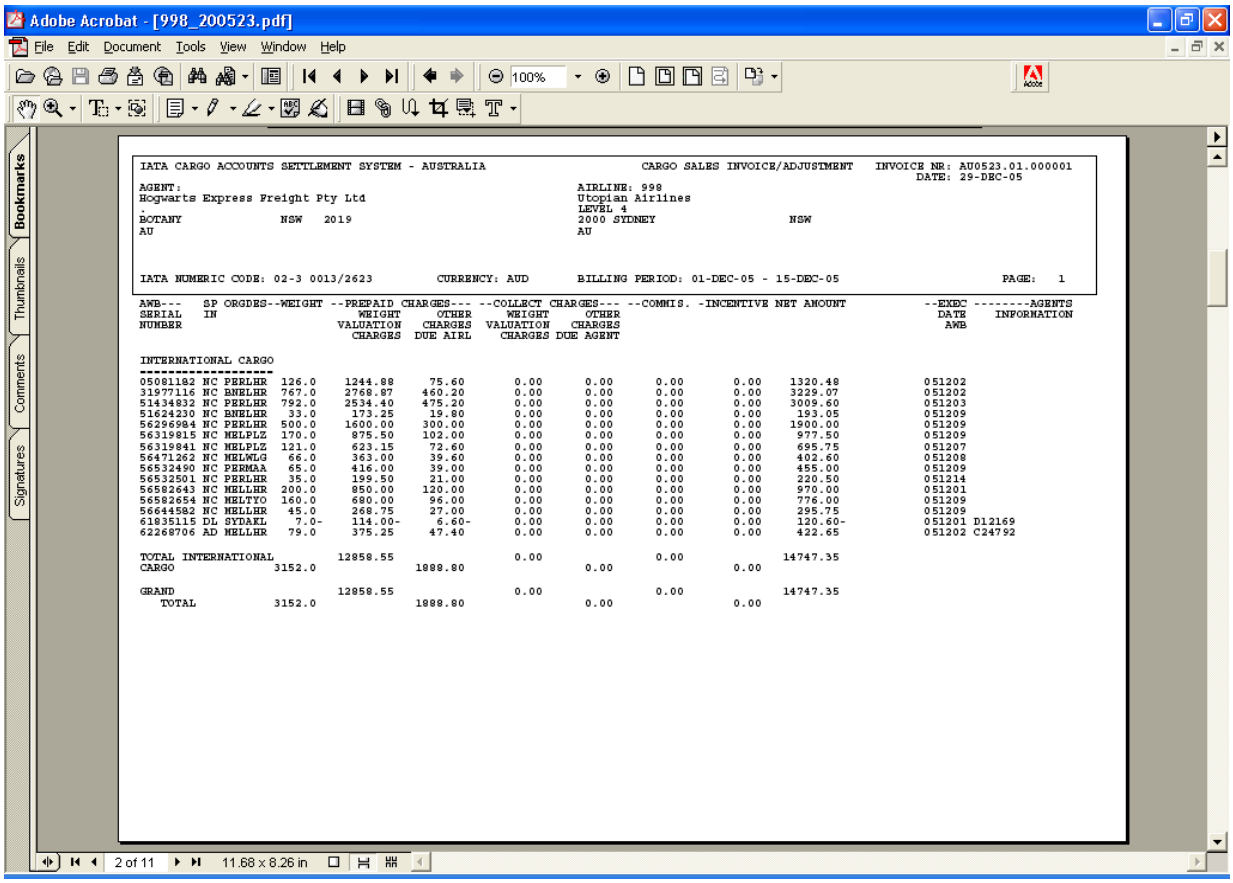
The CASS Manager may also include **important information** or news in a “Coverpage”, at the beginning of the PDF Report. Please check these every Period.



IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - AUSTRALIA — CARGO SALES INVOICE/ADJUSTMENT — INVOICE NR: AU0523.01.000001 — DATE: 29-DEC-05

AGENT:
Hogwarts Express Freight Pty Ltd
.
BOTANY NSW 2019
AU

AIRLINE: 998
Utopian Airlines
LEVEL 4
2000 SYDNEY NSW
AU

IATA NUMERIC CODE: 02-3 0013/2623 — CURRENCY: AUD — BILLING PERIOD: 01-DEC-05 - 15-DEC-05 — PAGE: 1

AWB-SERIAL NUMBER	SP IN	ORGDES	WEIGHT	PREPAID CHARGES WEIGHT VALUATION CHARGES	PREPAID CHARGES OTHER CHARGES DUE AIRL	COLLECT CHARGES WEIGHT VALUATION CHARGES	COLLECT CHARGES OTHER CHARGES DUE AGENT	COMMIS.	INCENTIVE	NET AMOUNT	EXEC DATE AWB	AGENTS INFORMATION
INTERNATIONAL CARGO												
05081182	NC	PERLHR	126.0	1244.88	75.60	0.00	0.00	0.00	0.00	1320.48	051202	
31977116	NC	BNELHR	767.0	2768.87	460.20	0.00	0.00	0.00	0.00	3229.07	051202	
51434832	NC	PERLHR	792.0	2534.40	475.20	0.00	0.00	0.00	0.00	3009.60	051203	
51624230	NC	BNELHR	33.0	173.25	19.80	0.00	0.00	0.00	0.00	193.05	051209	
56296984	NC	PERLHR	500.0	1600.00	300.00	0.00	0.00	0.00	0.00	1900.00	051209	
56319815	NC	MELPLZ	170.0	875.50	102.00	0.00	0.00	0.00	0.00	977.50	051209	
56319841	NC	MELPLZ	121.0	623.15	72.60	0.00	0.00	0.00	0.00	695.75	051207	
56471262	NC	MELWLG	66.0	363.00	39.60	0.00	0.00	0.00	0.00	402.60	051208	
56532490	NC	PERMAA	65.0	416.00	39.00	0.00	0.00	0.00	0.00	455.00	051209	
56532501	NC	PERLHR	35.0	199.50	21.00	0.00	0.00	0.00	0.00	220.50	051214	
56582643	NC	MELLHR	200.0	850.00	120.00	0.00	0.00	0.00	0.00	970.00	051201	
56582654	NC	MELTYO	160.0	680.00	96.00	0.00	0.00	0.00	0.00	776.00	051209	
56644582	NC	MELLHR	45.0	268.75	27.00	0.00	0.00	0.00	0.00	295.75	051209	
61835115	DL	SYDAKL	7.0-	114.00-	6.60-	0.00	0.00	0.00	0.00	120.60-	051201	D12169
62268706	AD	MELLHR	79.0	375.25	47.40	0.00	0.00	0.00	0.00	422.65	051202	C24792
TOTAL INTERNATIONAL CARGO			3152.0	12858.55	1888.80	0.00	0.00	0.00	0.00	14747.35		
GRAND TOTAL			3152.0	12858.55	1888.80	0.00	0.00	0.00	0.00	14747.35		

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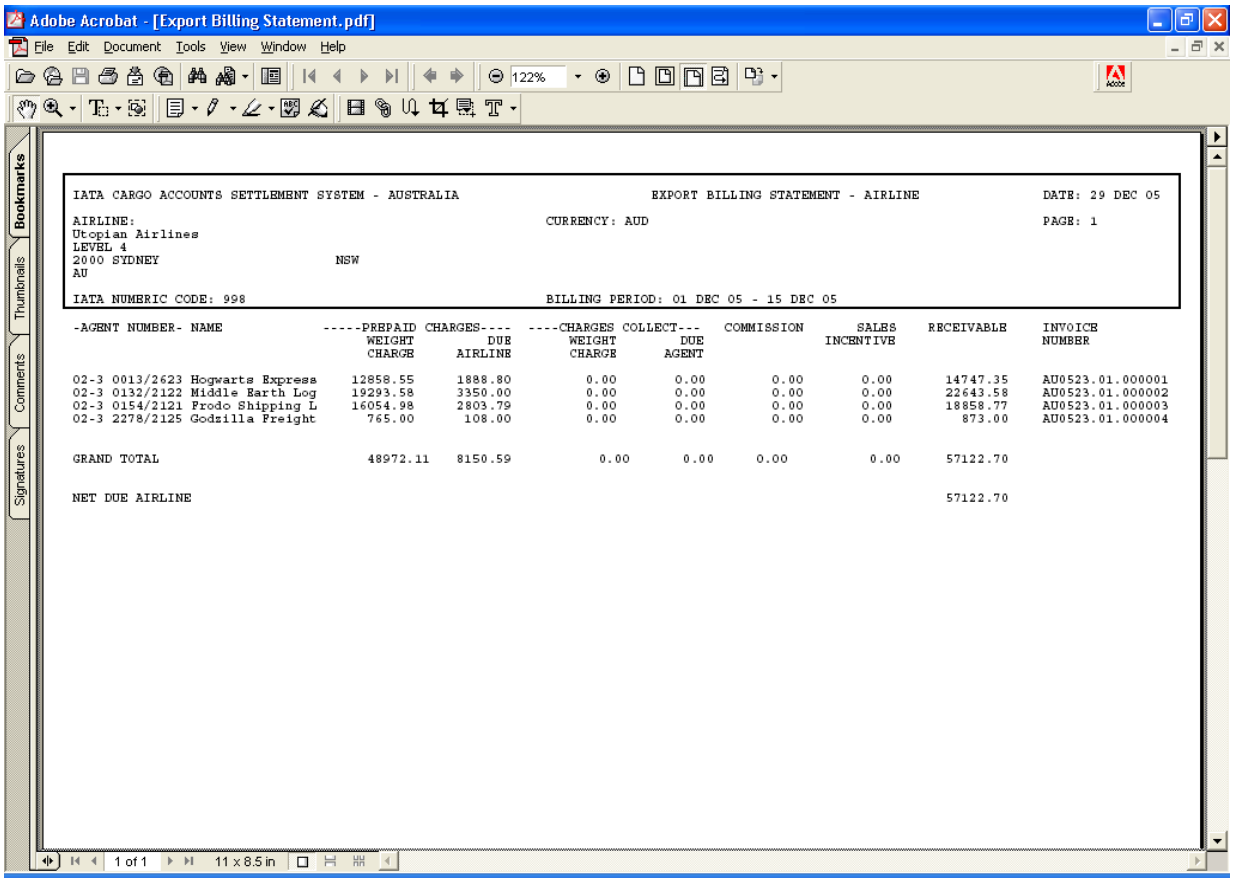
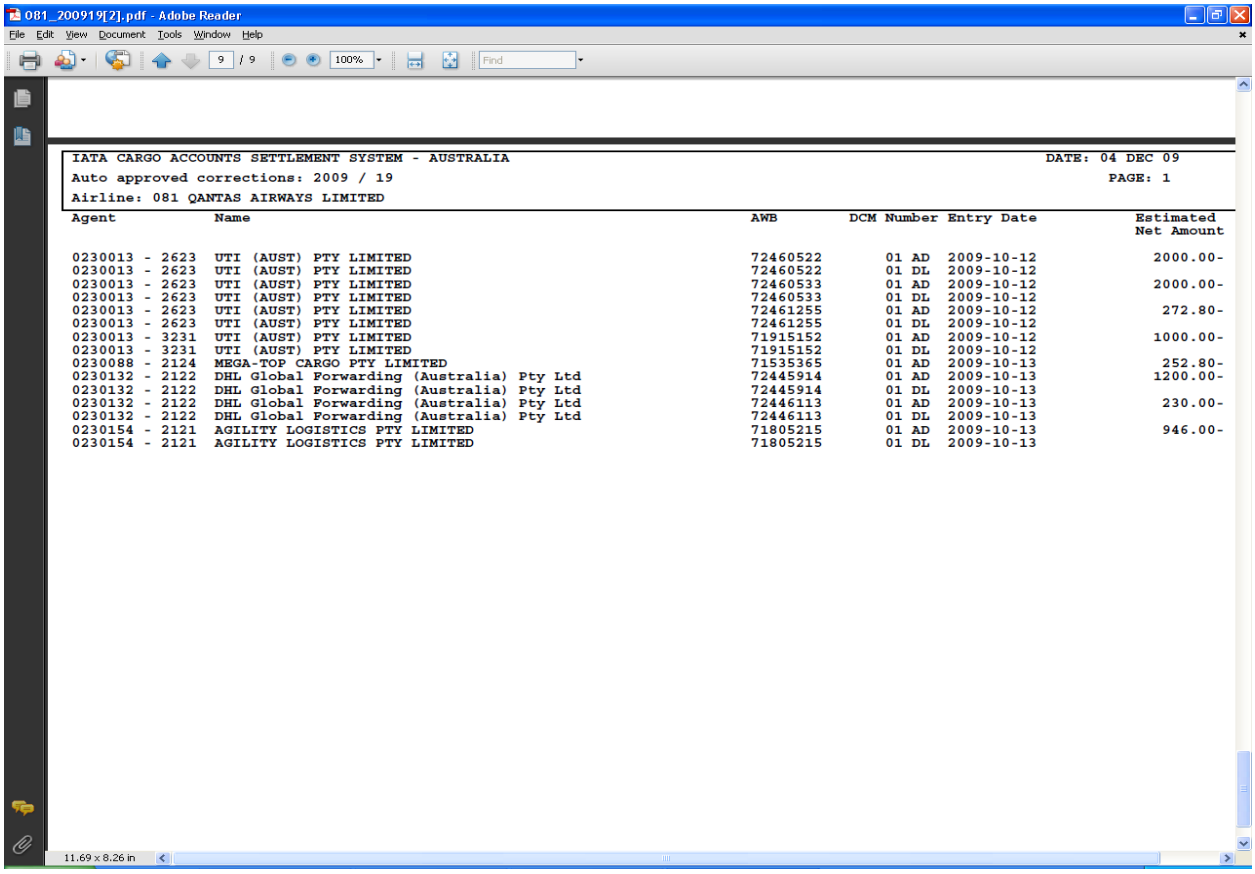


IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - AUSTRALIA EXPORT BILLING STATEMENT - AIRLINE DATE: 29 DEC 05

AIRLINE: CURRENCY: AUD PAGE: 1
Utopian Airlines
LEVEL 4
2000 SYDNEY NSW
AU

IATA NUMERIC CODE: 998 BILLING PERIOD: 01 DEC 05 - 15 DEC 05

-AGENT NUMBER- NAME	-----PREPAID CHARGES---- WEIGHT CHARGE	DUE AIRLINE	----CHARGES COLLECT--- WEIGHT CHARGE	DUE AGENT	COMMISSION	SALES INCENTIVE	RECEIVABLE	INVOICE NUMBER
02-3 0013/2623 Hogwarts Express	12858.55	1888.80	0.00	0.00	0.00	0.00	14747.35	AU0523.01.000001
02-3 0132/2122 Middle Earth Log	19293.58	3350.00	0.00	0.00	0.00	0.00	22643.58	AU0523.01.000002
02-3 0154/2121 Frodo Shipping L	16054.98	2803.79	0.00	0.00	0.00	0.00	18858.77	AU0523.01.000003
02-3 2278/2125 Godzilla Freight	765.00	108.00	0.00	0.00	0.00	0.00	873.00	AU0523.01.000004
GRAND TOTAL	48972.11	8150.59	0.00	0.00	0.00	0.00	57122.70	
NET DUE AIRLINE							57122.70	



IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - AUSTRALIA DATE: 04 DEC 09
Auto approved corrections: 2009 / 19 PAGE: 1
Airline: 081 QANTAS AIRWAYS LIMITED

Agent	Name	AWB	DCM Number	Entry Date	Estimated Net Amount
0230013 - 2623	UTI (AUST) PTY LIMITED	72460522	01 AD	2009-10-12	2000.00-
0230013 - 2623	UTI (AUST) PTY LIMITED	72460522	01 DL	2009-10-12	
0230013 - 2623	UTI (AUST) PTY LIMITED	72460533	01 AD	2009-10-12	2000.00-
0230013 - 2623	UTI (AUST) PTY LIMITED	72460533	01 DL	2009-10-12	
0230013 - 2623	UTI (AUST) PTY LIMITED	72461255	01 AD	2009-10-12	272.80-
0230013 - 2623	UTI (AUST) PTY LIMITED	72461255	01 DL	2009-10-12	
0230013 - 3231	UTI (AUST) PTY LIMITED	71915152	01 AD	2009-10-12	1000.00-
0230013 - 3231	UTI (AUST) PTY LIMITED	71915152	01 DL	2009-10-12	
0230088 - 2124	MEGA-TOP CARGO PTY LIMITED	71535365	01 AD	2009-10-13	252.80-
0230132 - 2122	DHL Global Forwarding (Australia) Pty Ltd	72445914	01 AD	2009-10-13	1200.00-
0230132 - 2122	DHL Global Forwarding (Australia) Pty Ltd	72445914	01 DL	2009-10-13	
0230132 - 2122	DHL Global Forwarding (Australia) Pty Ltd	72446113	01 AD	2009-10-13	230.00-
0230132 - 2122	DHL Global Forwarding (Australia) Pty Ltd	72446113	01 DL	2009-10-13	
0230154 - 2121	AGILITY LOGISTICS PTY LIMITED	71805215	01 AD	2009-10-13	946.00-
0230154 - 2121	AGILITY LOGISTICS PTY LIMITED	71805215	01 DL	2009-10-13	

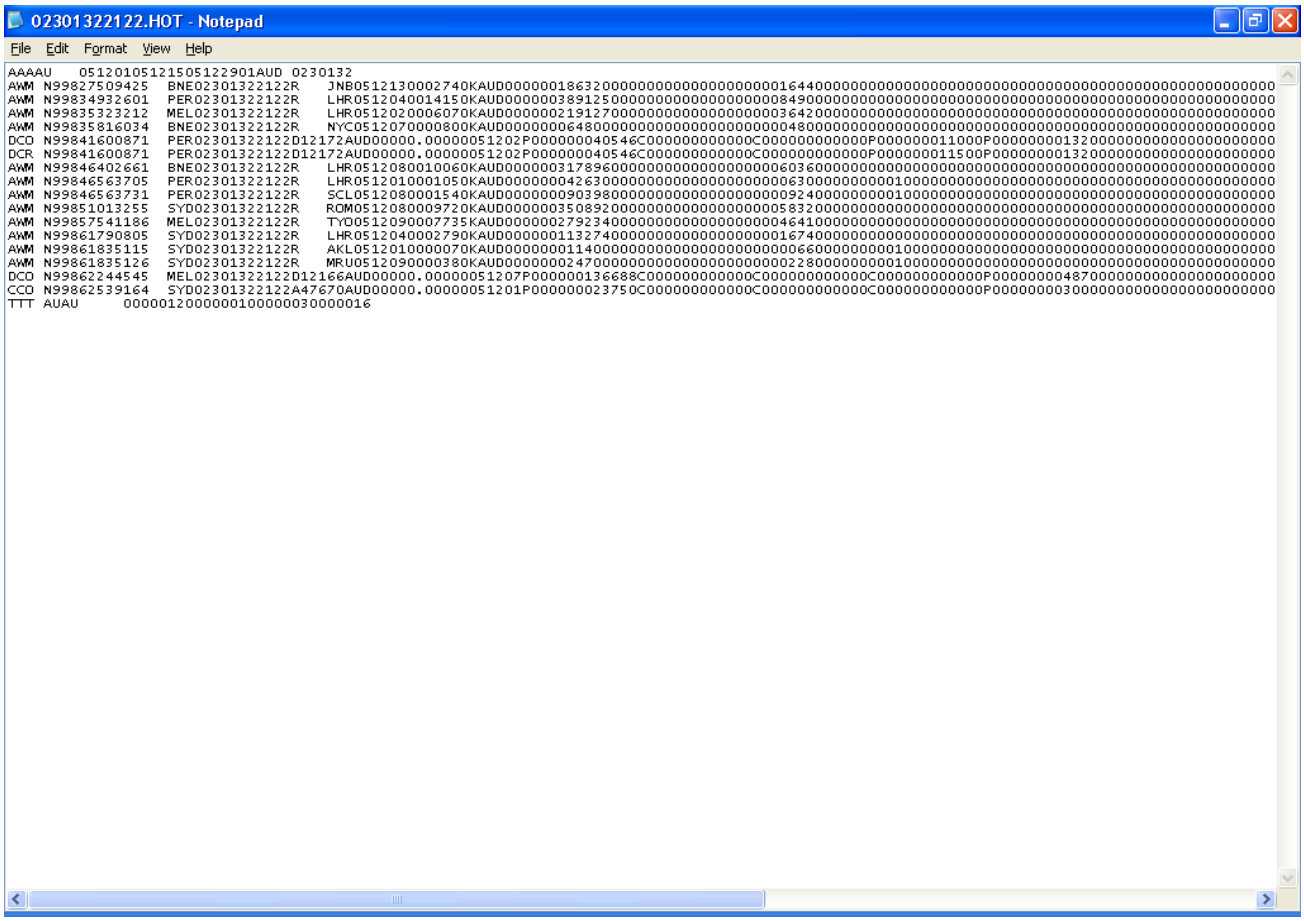
3.2.2 HOT File

The Hand Off Tape (HOT) is so called because originally, this file was made available to users on a magnetic tape or floppy disk. The term has stuck and the universal generic term for the flat or text (.txt) billing file is HOT file.

The HOT file is used by agents and airlines to reconcile the billing data in their accounting systems.

The HOT file can be emailed to a nominated email address (advise your CASS Manager), or downloaded from CASS*Link* as a "Zipped" file. The HOT file itself has a file extension name of .HOT. To view this, open the file using Microsoft Notepad or a similar program.

The resulting HOT file output contains a string of data as below:



Your CASS Manager can assist with the interpretation of the data fields in this file. In addition, the CASS Technical Specifications Handbook may be downloaded from IATA website (www.iata.org, then search for CASS Technical Specifications Handbook) to further assist your technical staff. This is a compressed (zipped) file. Winzip is therefore required to open this file. To obtain a copy of Winzip, go to www.winzip.com.

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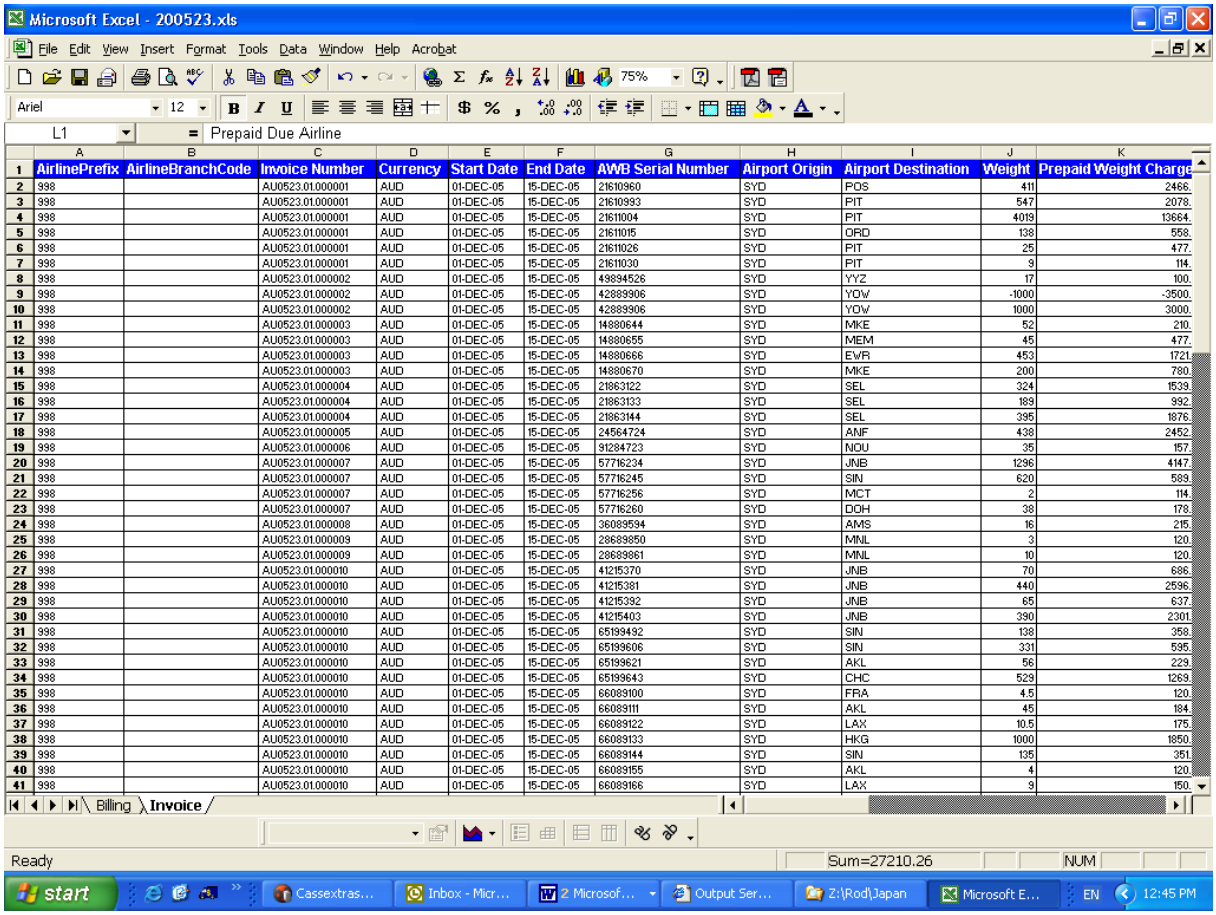
3.2.3 XLS File

In addition to the PDF and HOT files, a spreadsheet “xls” (Microsoft Excel format) report is also available to Airlines that require this report. Please consult your CASS Manager to activate this report.



	A	B	C	D	E	F	G	H	I	J	K
1	AirlinePrefix	AirlineBranchCode	Invoice Number	Currency	Start Date	End Date	AWB Serial Number	Airport Origin	Airport Destination	Weight	Prepaid Weight Charge
2	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21610960	SYD	POS	411	2466.
3	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21610993	SYD	PIT	547	2078.
4	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21611004	SYD	PIT	4019	13664.
5	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21611015	SYD	ORD	138	558.
6	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21611026	SYD	PIT	25	477.
7	998		AU0523.01.000001	AUD	01-DEC-05	15-DEC-05	21611030	SYD	PIT	9	114.
8	998		AU0523.01.000002	AUD	01-DEC-05	15-DEC-05	43894526	SYD	YYZ	17	100.
9	998		AU0523.01.000002	AUD	01-DEC-05	15-DEC-05	42889906	SYD	YOW	-1000	-3500.
10	998		AU0523.01.000002	AUD	01-DEC-05	15-DEC-05	42889906	SYD	YOW	1000	3000.
11	998		AU0523.01.000003	AUD	01-DEC-05	15-DEC-05	14880644	SYD	MKE	52	210.
12	998		AU0523.01.000003	AUD	01-DEC-05	15-DEC-05	14880655	SYD	MEM	45	477.
13	998		AU0523.01.000003	AUD	01-DEC-05	15-DEC-05	14880666	SYD	EWR	453	1721.
14	998		AU0523.01.000003	AUD	01-DEC-05	15-DEC-05	14880670	SYD	MKE	200	780.
15	998		AU0523.01.000004	AUD	01-DEC-05	15-DEC-05	21863122	SYD	SEL	324	1539.
16	998		AU0523.01.000004	AUD	01-DEC-05	15-DEC-05	21863133	SYD	SEL	189	992.
17	998		AU0523.01.000004	AUD	01-DEC-05	15-DEC-05	21863144	SYD	SEL	395	1876.
18	998		AU0523.01.000005	AUD	01-DEC-05	15-DEC-05	24564724	SYD	ANF	438	2452.
19	998		AU0523.01.000006	AUD	01-DEC-05	15-DEC-05	91284723	SYD	NOU	35	157.
20	998		AU0523.01.000007	AUD	01-DEC-05	15-DEC-05	57716234	SYD	JNB	1296	4147.
21	998		AU0523.01.000007	AUD	01-DEC-05	15-DEC-05	57716245	SYD	SIN	620	589.
22	998		AU0523.01.000007	AUD	01-DEC-05	15-DEC-05	57716256	SYD	MCT	2	114.
23	998		AU0523.01.000007	AUD	01-DEC-05	15-DEC-05	57716260	SYD	DOH	38	178.
24	998		AU0523.01.000008	AUD	01-DEC-05	15-DEC-05	36089594	SYD	AMS	16	215.
25	998		AU0523.01.000009	AUD	01-DEC-05	15-DEC-05	28689850	SYD	MNL	3	120.
26	998		AU0523.01.000009	AUD	01-DEC-05	15-DEC-05	28689861	SYD	MNL	10	120.
27	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	41215370	SYD	JNB	70	686.
28	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	41215381	SYD	JNB	440	2596.
29	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	41215392	SYD	JNB	65	637.
30	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	41215403	SYD	JNB	390	2301.
31	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	65199492	SYD	SIN	138	358.
32	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	65199606	SYD	SIN	331	595.
33	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	65199621	SYD	AKL	56	229.
34	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	65199643	SYD	CHC	529	1269.
35	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089100	SYD	FRA	4.5	120.
36	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089111	SYD	AKL	45	184.
37	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089122	SYD	LAX	10.5	175.
38	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089133	SYD	HKG	1000	1850.
39	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089144	SYD	SIN	135	351.
40	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089155	SYD	AKL	4	120.
41	998		AU0523.01.000010	AUD	01-DEC-05	15-DEC-05	66089166	SYD	LAX	9	150.

The .xls report contains Billing and Invoice summaries for the requested location. The xls report output may vary in different countries. This report is not emailed to subscribers and therefore must be downloaded directly from CASS*Link* each Period.

3.3 AWB History

The billing history of any Air Waybill processed in CASS*Link* can be searched via “AWB History”.

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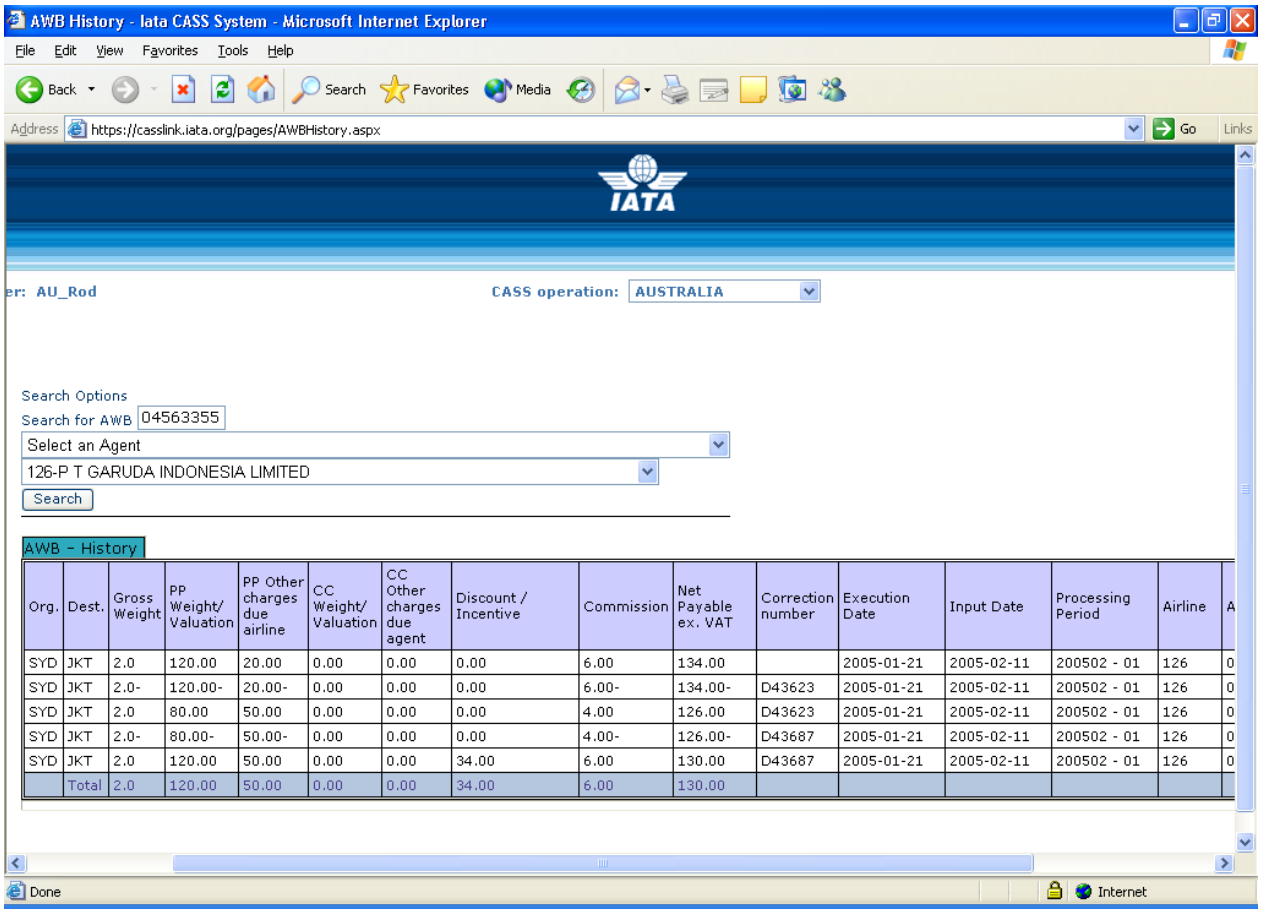
AWB History - Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://casslink.iata.org/pages/AWBHistory.aspx
Go Links
IATA
er: AU_Rod
CASS operation: AUSTRALIA
Search Options
Search for AWB 04563355
Select an Agent
126-P T GARUDA INDONESIA LIMITED
Search
AWB - History
Org. Dest. Gross Weight PP Weight/ Valuation PP Other charges due airline CC Weight/ Valuation CC Other charges due agent Discount / Incentive Commission Net Payable ex. VAT Correction number Execution Date Input Date Processing Period Airline
SYD JKT 2.0 120.00 20.00 0.00 0.00 0.00 6.00 134.00 2005-01-21 2005-02-11 200502 - 01 126
SYD JKT 2.0- 120.00- 20.00- 0.00 0.00 0.00 6.00- 134.00- D43623 2005-01-21 2005-02-11 200502 - 01 126
SYD JKT 2.0 80.00 50.00 0.00 0.00 0.00 4.00 126.00 D43623 2005-01-21 2005-02-11 200502 - 01 126
SYD JKT 2.0- 80.00- 50.00- 0.00 0.00 0.00 4.00- 126.00- D43687 2005-01-21 2005-02-11 200502 - 01 126
SYD JKT 2.0 120.00 50.00 0.00 0.00 34.00 6.00 130.00 D43687 2005-01-21 2005-02-11 200502 - 01 126
Total 2.0 120.00 50.00 0.00 0.00 34.00 6.00 130.00
Done
Internet

Enter the serial number of the AWB. Select the Airline and then click “Search”. CASS*Link* will then search the database to find the record.

The record is then displayed and contains the following details:

- *Port of Origin*
- *Destination port*
- *Gross Weight* – may be Chargeable weight, depending on the value entered
- *Pre-Paid Weight and Valuation charges* – both charges combined
- *Pre-Paid Other Charges due Airline*
- *Charges Collect Weight and Valuation charges* – both charges combined
- *Charges Collect Other Charges due Agent*
- *Discount/Incentive* – based on Net/Net Sales amount
- *Commission* – if payable by the Airline
- *Net Payable ex VAT* – total amount due to Airline/Agent
- *Correction Number – where a correction document has been processed*
- *Execution Date – of Air Waybill*
- *Input Date* – date document input by Airline
- *Processing Period* – CASS Billing Period. May be “Correction” period

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- *Airline*
- *Agent* – Correction processing may be effected to different Agents

Where a Correction has been processed, either CCA, DCM or online, the “Total” at the bottom of the report will show the net values paid by/to the Agent for the AWB after addition or deduction of correction values.

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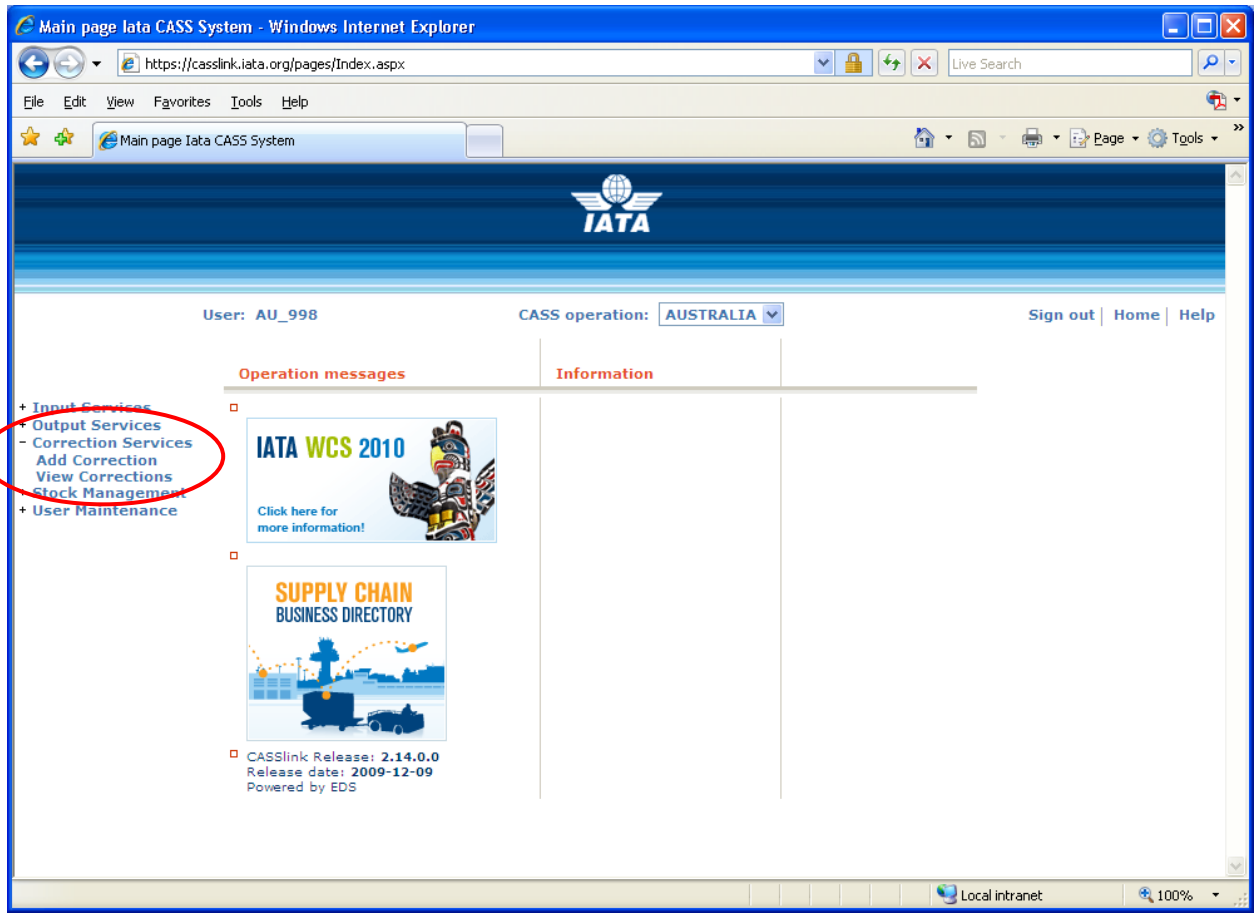
4. Correction Services



4.1 Add Correction

In CASS*Link* there is the facility for both Airlines and Agents to “Add” an Online Correction for an AWB.

Procedure:

- Go to Menu - Correction Services;
- Select Add Correction.
- Select the Agent code from the drop-down list;
- Select the Airline from the drop-down list;
- Enter the AWB Serial number;
- Click the “New” button.

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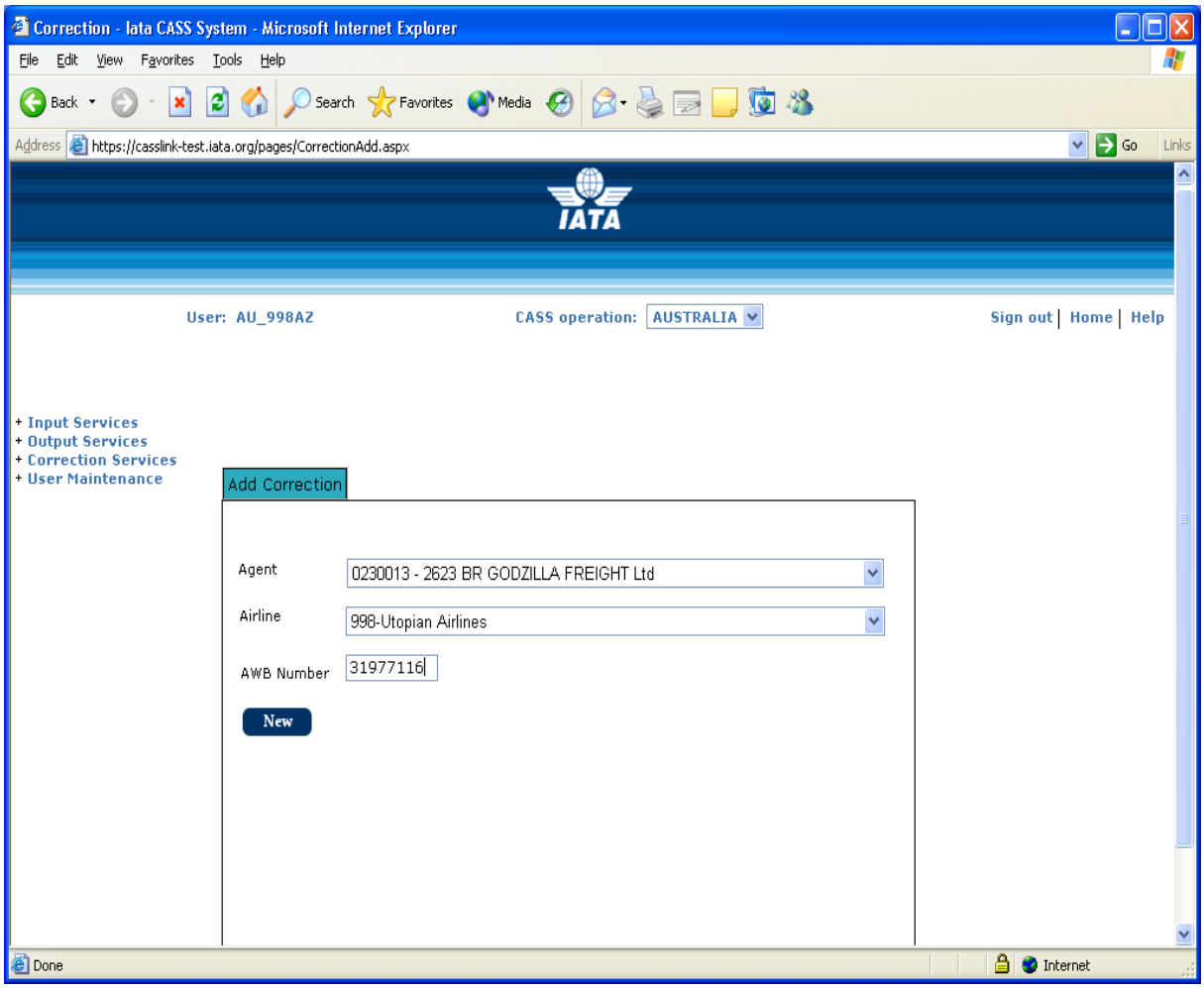

The details of the Air Waybill as billed in CASS*Link* will automatically be displayed on the electronic CCA in the Original/Incorrect sections (right-hand side), provided the Online Correction is being entered within the CASS Storage Period. The Storage Period differs from country to country and can be a little as one (1) month or five (5) years (60 months). Contact your local Cargo Manager of Customer Service area to find out more about the Storage Period in your CASS.

Note that the Original/Incorrect amounts are always shown as a Reversal of the Original billing to the Agent.

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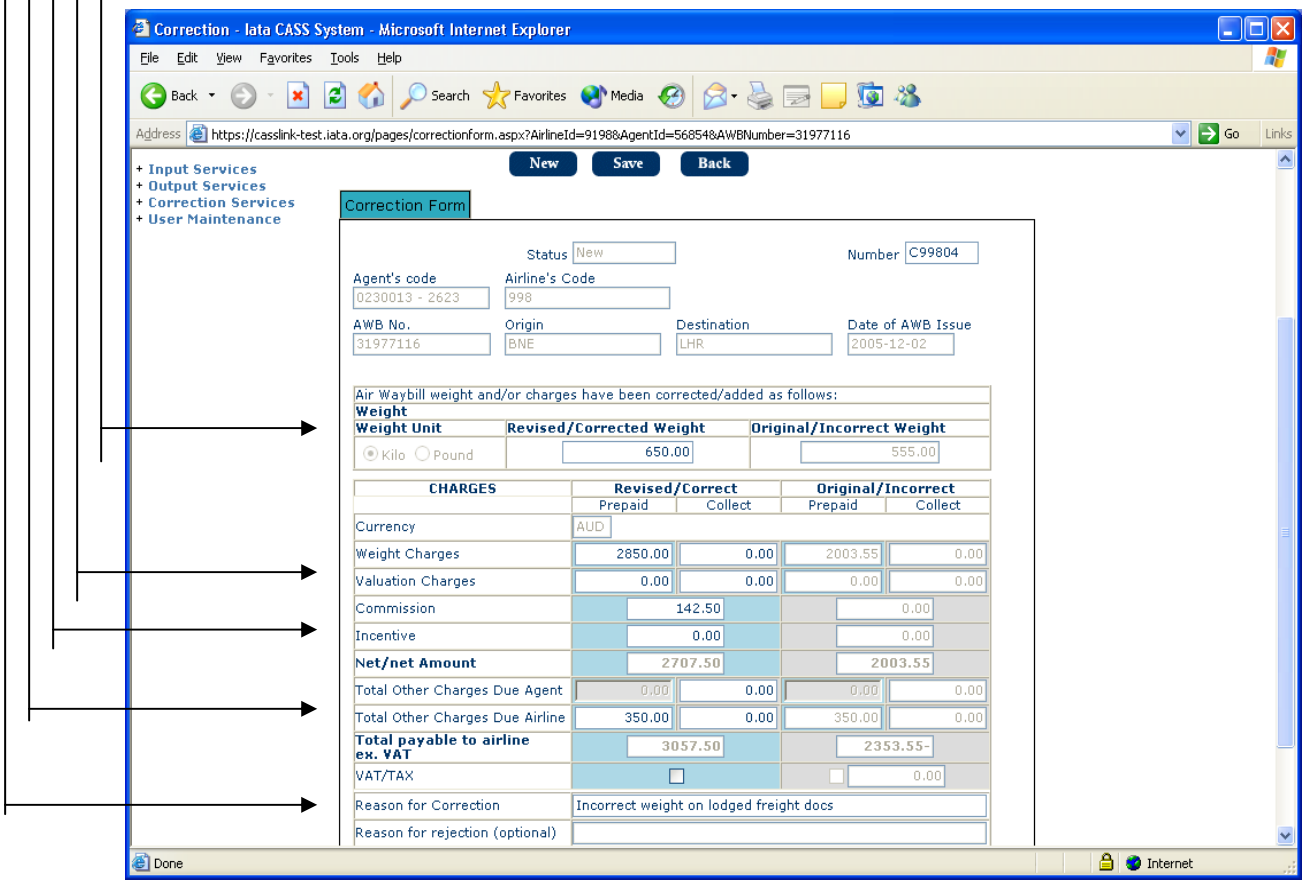
The Revised/Correct details must be entered correctly before the correction will be accepted by CASSLInk:

- Weight
- Weight & Valuation Charges
- Commission & Incentive
- Charges Due Agent (Collect only)
- Charges Due Airline
- Reason for Correction



After entering all the “Revised” details, click the Calculate button to view the revised and check the value owed to or from the Agent.

When the entry is correct, click “Save” button at top of screen. If an error is made when entering the correction, click on the BACK button at the top of the correction form and start the correction again.

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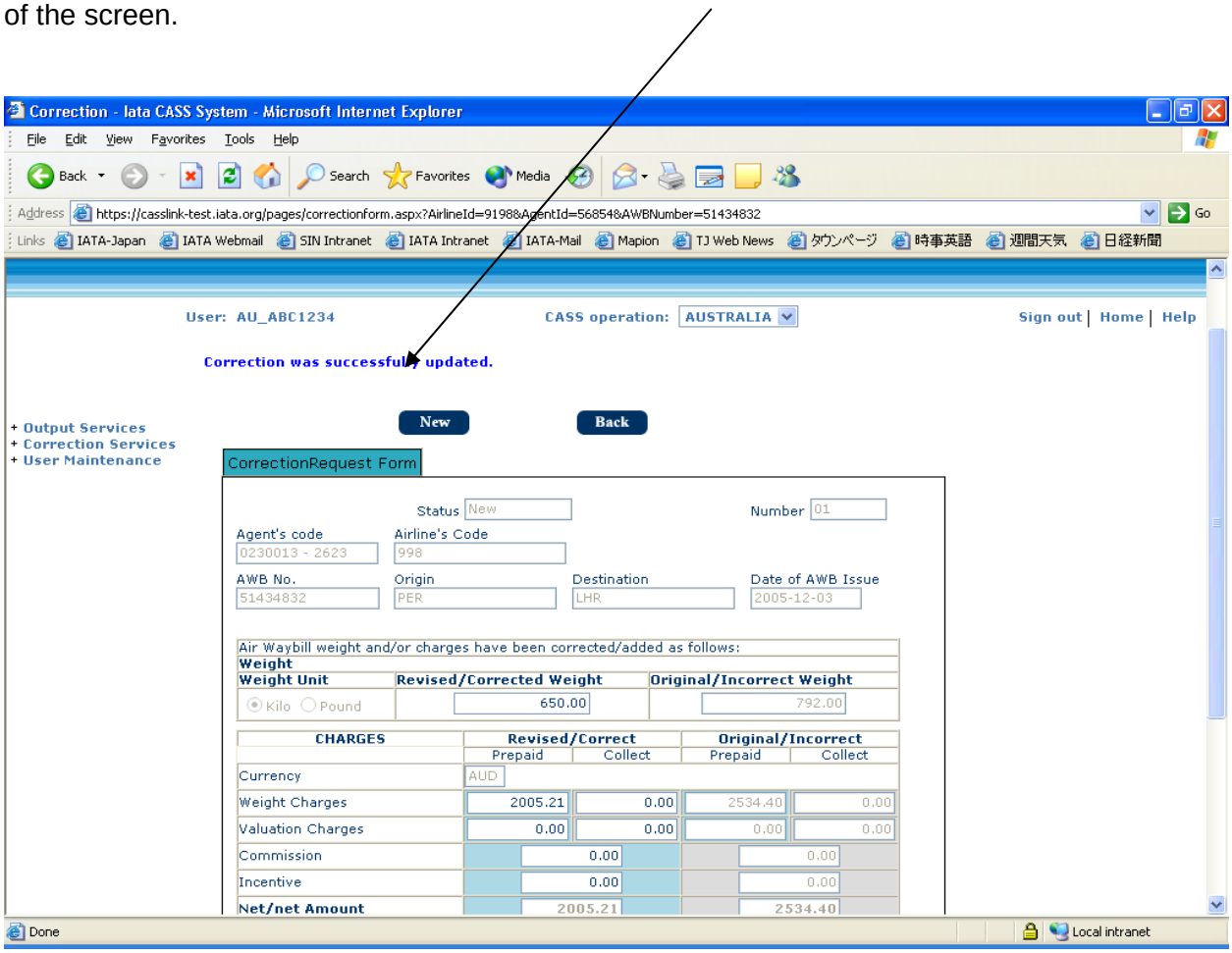
After clicking “Save”, the message: “Correction was successfully updated. “ will show at the top of the screen.



Where an Agent has submitted the online correction, the correction must be Accepted, Rejected, Amended or Airline Handled by the Airline on which the Correction has been requested. **Agents cannot “Accept” their own correction**. Only the Airline may action an online correction. An Agent may only “request” or Add a correction, but the responsibility for the acceptance or rejection of all online corrections lies entirely with the Airline concerned.

Additionally, Airlines have the option to limit the number of their Users that can Accept (Approve) a correction. Corrections entered by a User that is not authorized to Approve Corrections will move to “Pending” in the same manner as a correction entered by an Agent. These are then Accepted by an authorized User.

Contact your Customer Service Centre or Cargo Manager to check or amend the status for your Airline Users.

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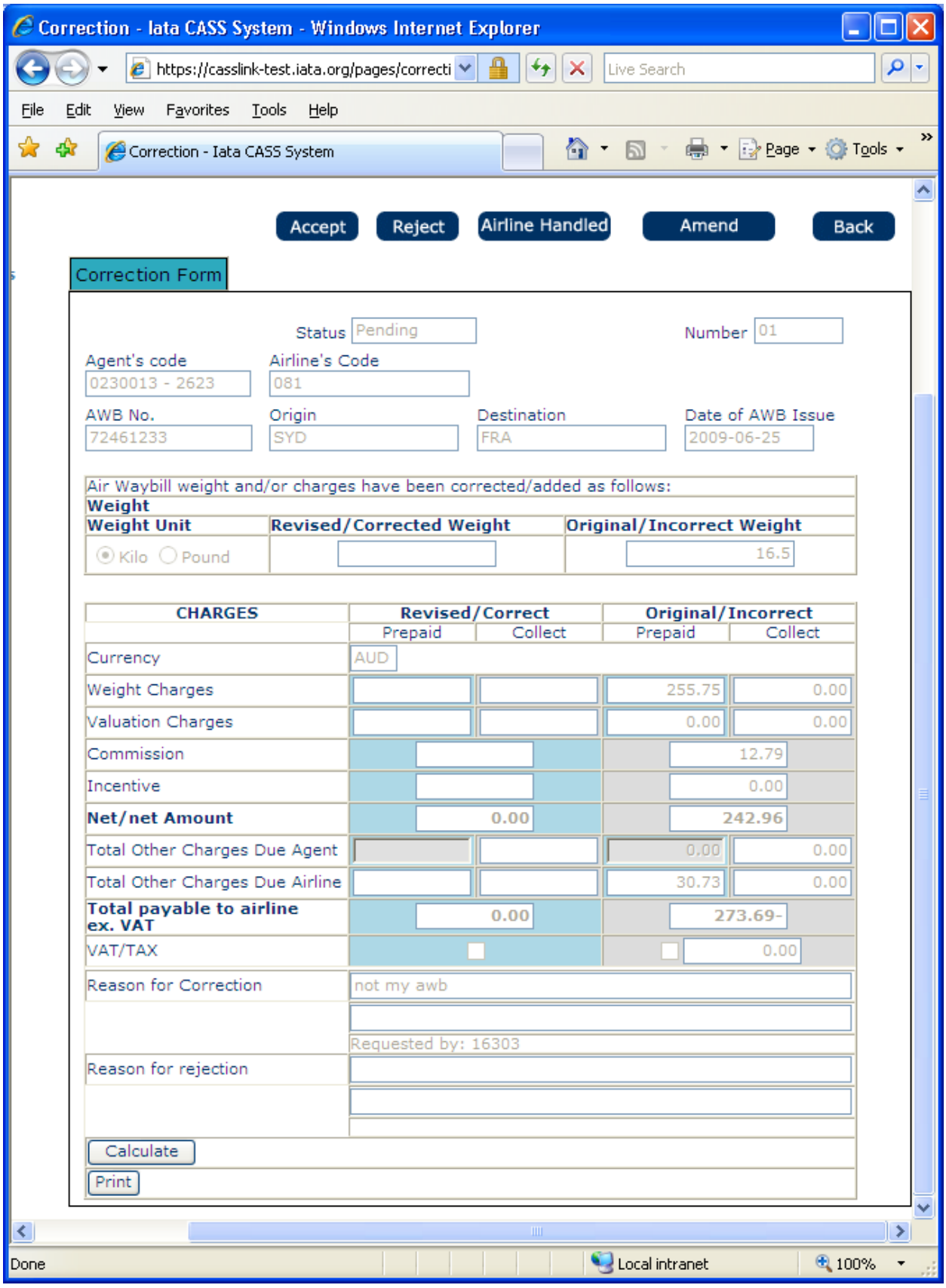

Sample Airline Correction screen

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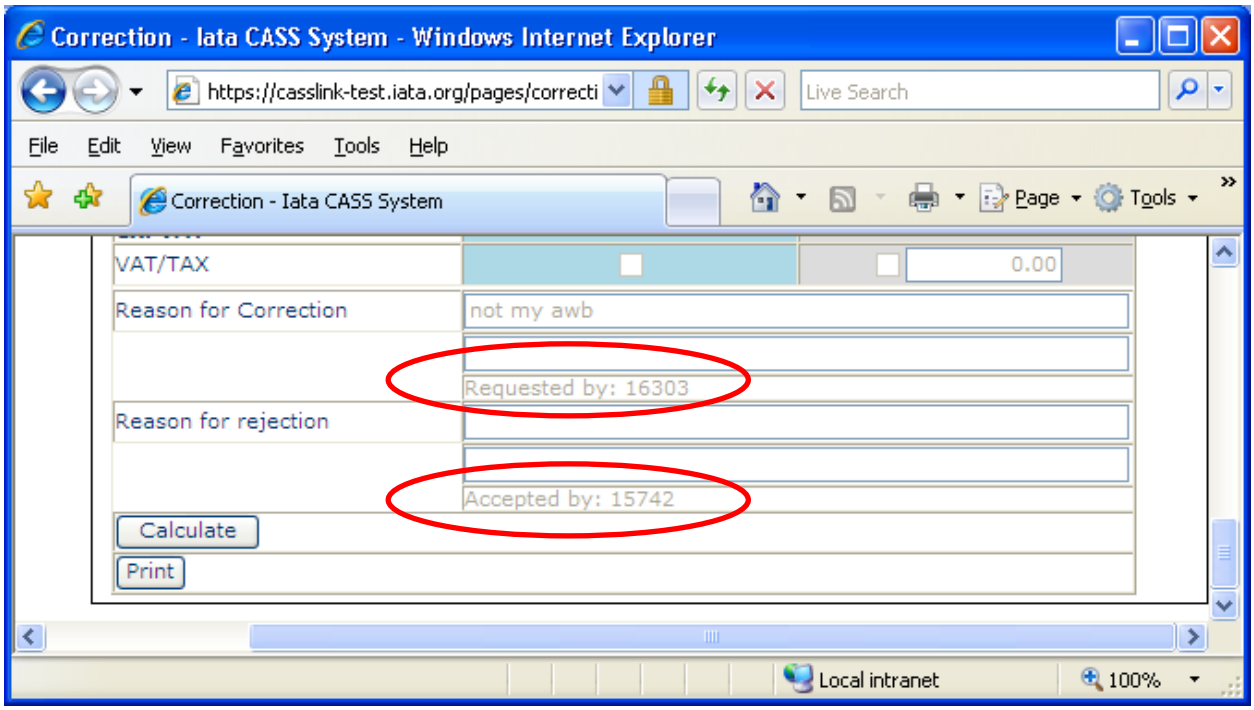
The Reason for Correction field identifies the UserID of the User requesting the correction.



Similarly, the Airline User that Accepts or Rejects a Correction will be identified in the Reason for Rejection field. To find out the Username associated with the UserID number, please contact your Cargo Manager.

Note: any corrections entered by Airlines will automatically be approved, (provided the User entering the Correction is authorised to Approve Corrections) and processed in the next Billing Period, either in a “Correction Period” or scheduled Billing/Remittance Period.

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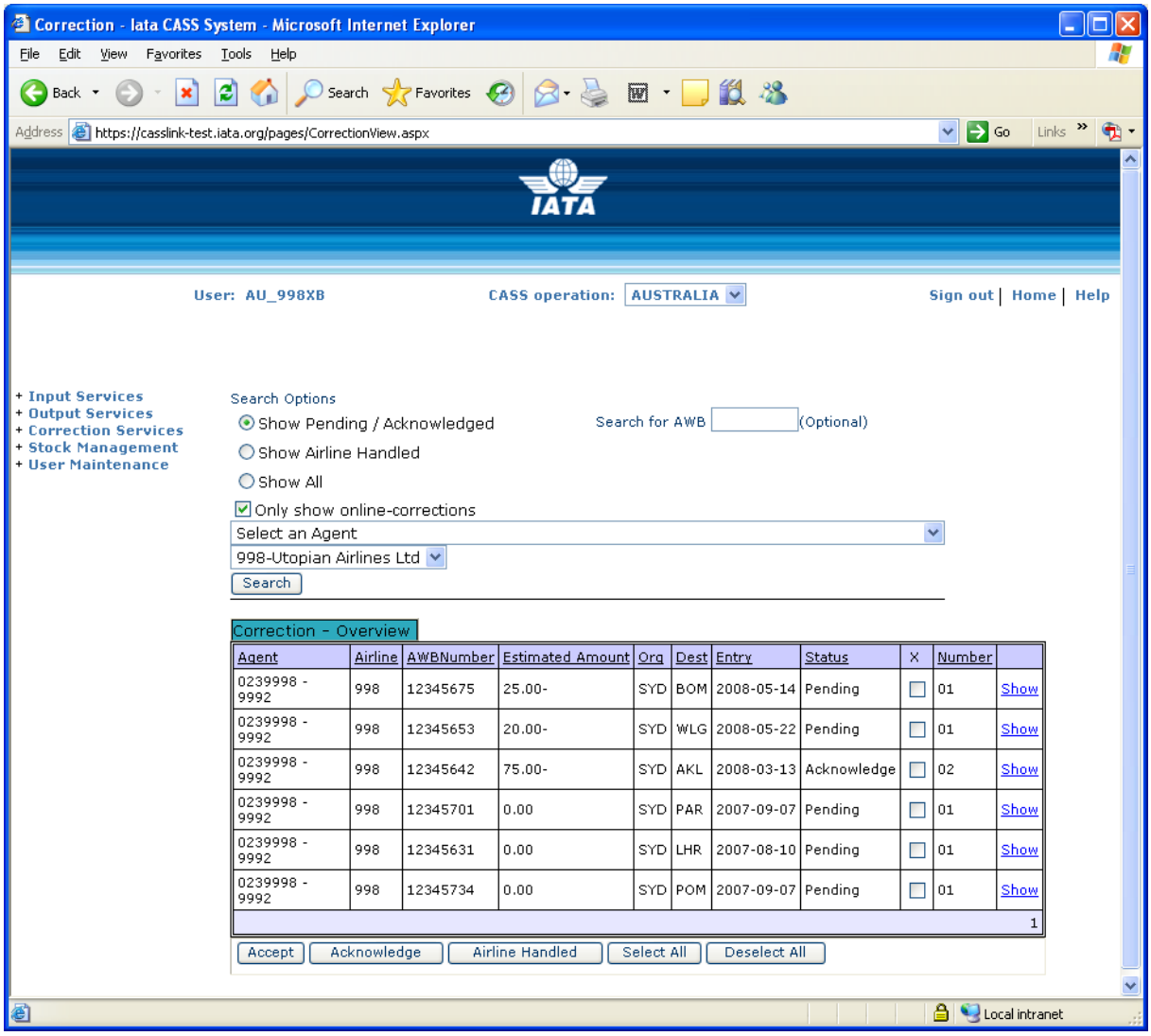
4.2 View Corrections

To view all Corrections entered, or to check their status, go to View Corrections.


Correction - Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink-test.iata.org/pages/CorrectionView.aspx
Go Links
IATA
User: AU_998XB
CASS operation: AUSTRALIA
Sign out | Home | Help
+ Input Services
+ Output Services
+ Correction Services
+ Stock Management
+ User Maintenance
Search Options
Show Pending / Acknowledged
Search for AWB (Optional)
Show Airline Handled
Show All
Only show online-corrections
Select an Agent
998-Utopian Airlines Ltd
Search
Correction - Overview
Agent | Airline | AWBNumber | Estimated Amount | Org | Dest | Entry | Status | X | Number
0239998 - 9992 | 998 | 12345675 | 25.00- | SYD | BOM | 2008-05-14 | Pending | 01 | Show
0239998 - 9992 | 998 | 12345653 | 20.00- | SYD | WLG | 2008-05-22 | Pending | 01 | Show
0239998 - 9992 | 998 | 12345642 | 75.00- | SYD | AKL | 2008-03-13 | Acknowledge | 02 | Show
0239998 - 9992 | 998 | 12345701 | 0.00 | SYD | PAR | 2007-09-07 | Pending | 01 | Show
0239998 - 9992 | 998 | 12345631 | 0.00 | SYD | LHR | 2007-08-10 | Pending | 01 | Show
0239998 - 9992 | 998 | 12345734 | 0.00 | SYD | POM | 2007-09-07 | Pending | 01 | Show
1
Accept Acknowledge Airline Handled Select All Deselect All
Local intranet

By selecting the “Show All” button, all Corrections will be displayed. In the example above, there is a further filter by electing to display only “on-line corrections”, thereby eliminating other correction processed by the Airlines in the form of DCM’s or CCA’s.

If further details are required about the Correction, click on the “Show” box. This will open the Correction document as entered by the Agent. This may be relevant when a Correction has been “Rejected” by the Airline.

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The Correction Status may be:

- Accepted: Airline has accepted the correction request
- Rejected: Airline has rejected the correction request
- Acknowledged: Airline has viewed the correction, but will action later as either Accept, Reject or Airline Handled. This has been removed from CASS*Link* – Effective DEC, 2009
- Airline Handled: Airline has accepted the correction request, but it will be handled via a CASS billing file (usually CCA or DCM).

Additional Information:

Entry – This is the date the Correction request was entered by the Agent. Remember that corrections entered by Airlines are automatically approved when entered by an Approve Correction authorized User.

Estimated Value – This is a guide only to the value of the Correction. This is a system calculation of the estimated net value of the correction. It is only estimated as the netting of the Original – Revised amounts may not include all values, taxes etc.

Sorting – where a column heading is underlined, the column may be sorted by clicking on the header name. For example, to sort Corrections by Entry date, click Entry and the list will be sorted into date order, oldest first. Click again and the list will resort with newest first.

The sort feature exists anywhere the column heading is underlined.

4.2.1 Acceptance

When a Correction is accepted by the Airline, the billing document will be automatically scheduled to run in the next Billing Period. If a Correction Period is scheduled to run after acceptance but before the next Billing period, the Correction documents will be processed in the Correction Period.

4.2.2 Rejection

Where the Airline has Rejected the agent's request for a correction the Airline MUST enter a reason for rejecting the Correction.

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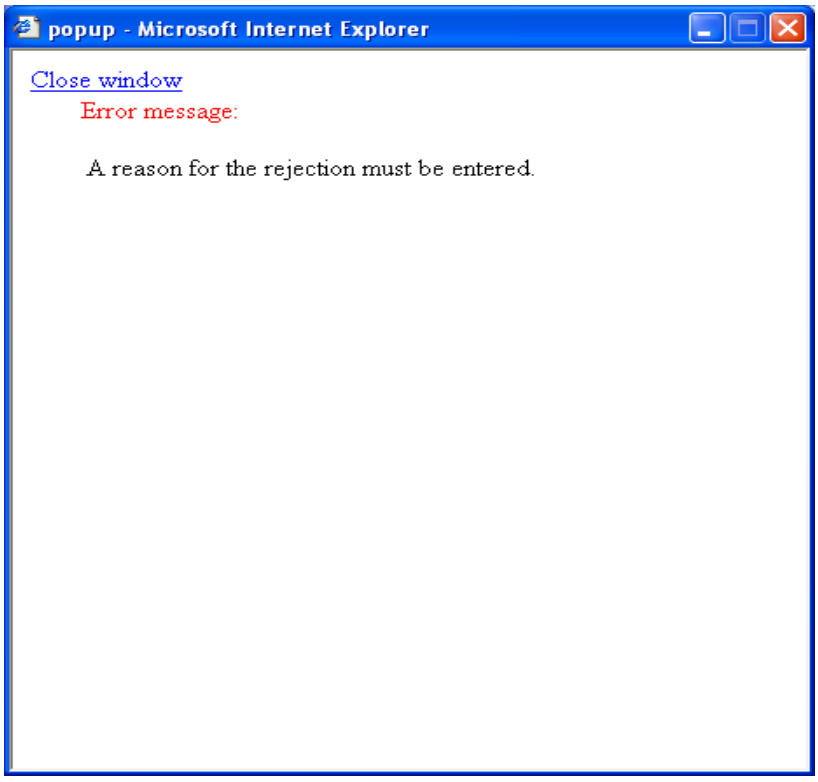

4.2.3 Amend

Where a Correction request has been entered and the Airline agrees that an adjustment is due but disagree with the amount requested, the Airline user may choose to “Amend” the correction.

Amend is a two-part process:
1. The original Correction request as entered by the Agent (or non-authorised Airline user) is first Rejected. A Reason for Rejection must be entered.
2. A new Correction is then automatically opened, with the original details pre-populated in the Original/Incorrect fields. The Airline then enters the correct details and selects Save.

In View Corrections, the Correction will be seen as two entries – one Reject and one Accept

4.3 Auto-Approval of Corrections

Automatic Approval of corrections in CASS*Link* has been implemented as part of the changes and adoption of Resolution 801r and 801re by CASS Operations.

Any Pending Corrections in CASS*Link* will be auto-approved by CASSLink under the following circumstances:

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- The Correction Request from the agent was entered on or before the Query Cut-Off Date (introduced into all CASS Reporting Calendars from 01 OCT 2009 in eligible CASS Countries)
- The Airline does nothing to the Pending Correction request

An Airline can select Accept, Reject, Amend or Airline Handled a Pending correction at any time. When one of these options is selected by the Airline, a Correction request is considered "Actioned" and auto-approval will not be applied.

If a Correction request is entered after the Query Cut-Off date, the system will not auto-approve it for the current Correction Period. It will however be auto-approved in the following Correction Period if no action is taken by the Airline.

If after reviewing an auto-approved Correction, the Airline determines that the Correction request was incorrect, the Airline may process a reversal (correction) into CASS*Link* at any time, taking into account "Aging" rules and CASS protocols.

For Airline Handled, the file containing the CCA/DCM should be loaded so that corrections are processed in the Correction Period.

A report showing all auto-approved correction is provided to Airlines as part of the PDF reporting.

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4.4 Correction Periods

A Correction Period is a processing Period run specifically to correct billing errors. A Correction Period cannot be used to process AWB's that were not billed in the normal Billing Period. Only CCA's, DCM's or Online Corrections will be processed.

A Correction Period can be either a scheduled Period or an ad-hoc billing run whenever necessary to correct larger amounts. Only one Correction Period can be run per Billing Period.

A Correction Period MUST be run before the processing of the next Billing Period. In some cases, a Correction Period is scheduled to run on the same date as the next Billing Period. In these circumstances the Correction Period will always run before the Billing Period.

Only one (1) Correction Period may be run for each associated Billing Period.

Important – When a Correction document is loaded subsequent to the Billing Period completion, the Correcting document will appear in CASS*Link* to be processed in the **next** Billing period. Part of the system process at the commencement of a Correction Period processing is to identify those correction documents that are eligible for processing in the Correction Period and placing them in the Correction processing.

4.4.1 Scheduled Correction Period

Scheduled Correction Periods will be programmed into CASS*Link* processing calendar and identified on your CASS Reporting Timetable.

Similar to a normal Billing Period, the CASS Reporting Timetable will have a scheduled document cut-off date and a processing or "Output available" date.

4.4.2 Ad-Hoc Correction Period

Since the introduction and adoption or changes to Resolution 801r and 801re from 01 OCT 2009, all CASS Operations now have Scheduled Correction Periods.

4.4.3 Correction Period Reports

The reports for a Correction Period will update the associated Billing Period(s). Only the Airlines and Agents that are affected by correction documents will receive an new invoice report but all CASS Participants will receive a Billing Statement reflecting the total billed/invoiced for the Period.

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The reports themselves will list the documents processed per carrier or agent as normal, but the accumulated totals and total amount owed will be cumulative with the Billing Period(s).

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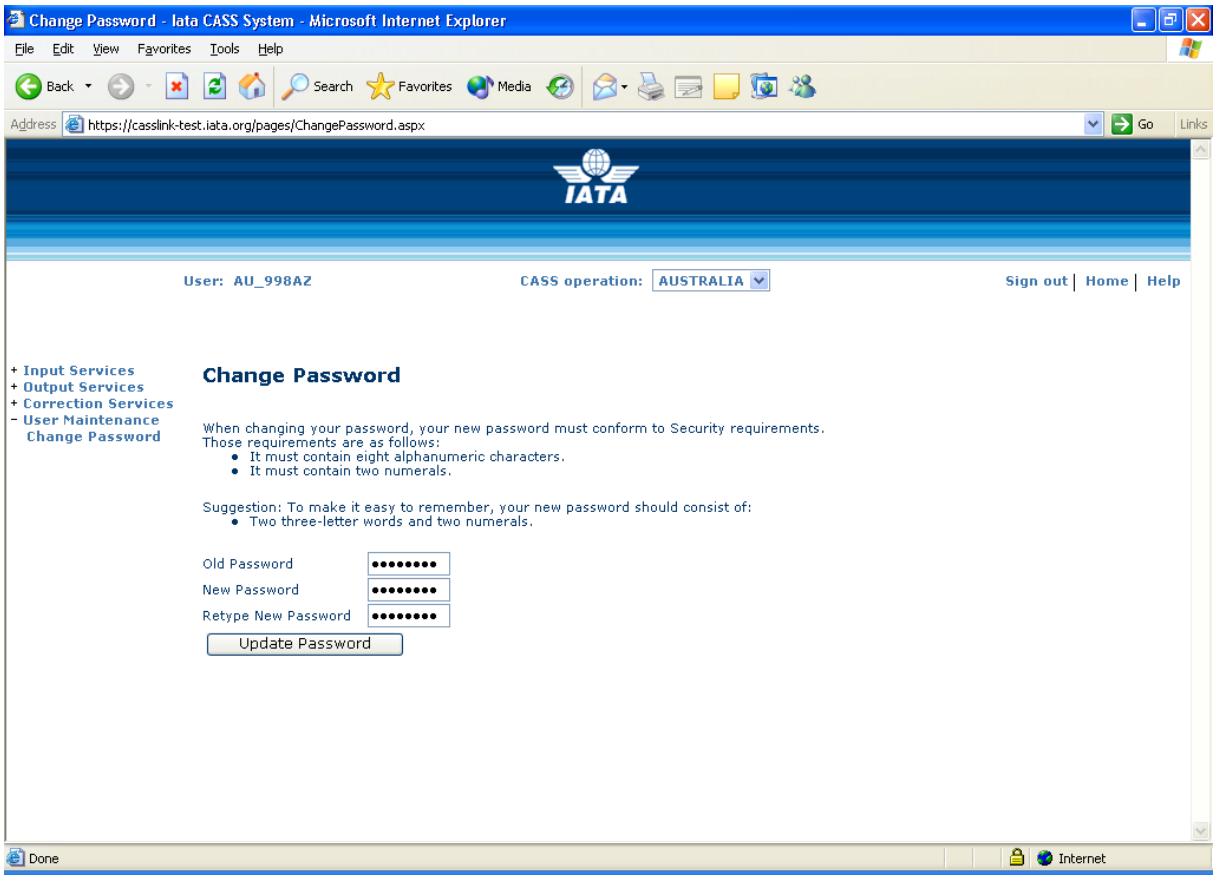
5. User Maintenance

5.1 Change Password

It is recommended that when Airlines Sign-in to CASS*Link* for the first time that they change their password.

Procedure:

- Go to User Maintenance Menu;
- Select Change Password;
- Enter the “Old” password, then enter a new password twice. The new password must contain eight (8) alpha/numeric characters, with the password to contain at least 2 numeric characters.
- Click the “Update Password” button


Change Password - Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://casslink-test.iata.org/pages/ChangePassword.aspx
Go Links
IATA
User: AU_998AZ
CASS operation: AUSTRALIA
Sign out | Home | Help
+ Input Services
+ Output Services
+ Correction Services
- User Maintenance
Change Password
Change Password
When changing your password, your new password must conform to Security requirements.
Those requirements are as follows:
It must contain eight alphanumeric characters.
It must contain two numerals.
Suggestion: To make it easy to remember, your new password should consist of:
Two three-letter words and two numerals.
Old Password
New Password
Retype New Password
Update Password
Done
Internet

If the User has failed to enter the Password in the correct format, or entered the Password incorrectly, one of the following error messages may be displayed:

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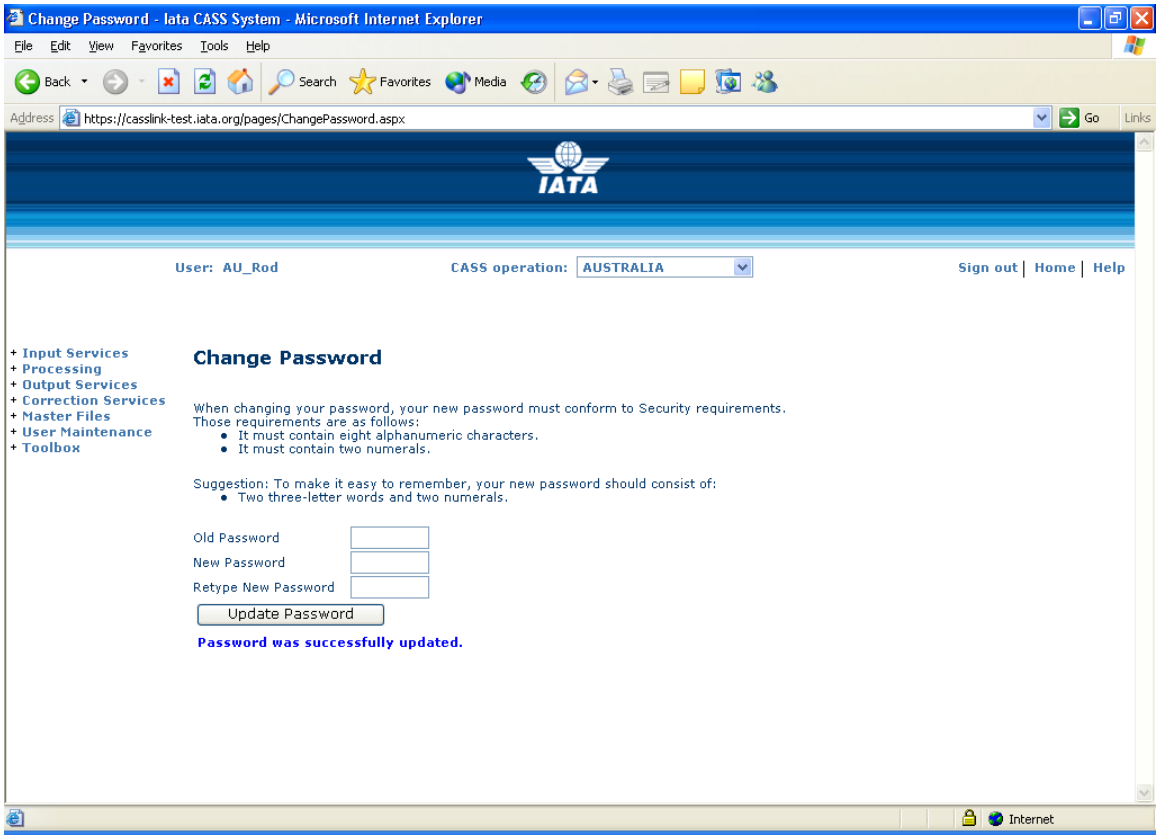
- **The new Password and the Retyped New password are not identically.**
- **The new password does not conform to Security requirements. (means that the new password does not contain eight (8) characters or at least 2 numeric characters)**

When the new password has been correctly entered, the message –

Password was successfully updated

will be displayed.


Change Password - Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address https://casslink-test.iata.org/pages/ChangePassword.aspx
Go Links
IATA
User: AU_Rod
CASS operation: AUSTRALIA
Sign out | Home | Help
+ Input Services
+ Processing
+ Output Services
+ Correction Services
+ Master Files
+ User Maintenance
+ Toolbox
Change Password
When changing your password, your new password must conform to Security requirements.
Those requirements are as follows:
It must contain eight alphanumeric characters.
It must contain two numerals.
Suggestion: To make it easy to remember, your new password should consist of:
Two three-letter words and two numerals.
Old Password
New Password
Retype New Password
Update Password
Password was successfully updated.
Internet

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Where an Airline is a member of CASS and CASS*Link* in another country, that Airline can gain access to that operation from their Head Office Username. For Example, Qantas in Sydney can view CASS*Link* operations and reports for its operations in NZ, AU, JP, UK etc.

Global access depends on which entity is the CASS Participant.

- Where the Airline is the participant in the CASS, access will be granted automatically.
- Where the Airline is a participant in the CASS via a GSA and the GSA paid a joining fee they become the CASS participant. The carrier completes a form authorizing us to accept its documents submitted by the GSA for billing. In this case CASS would need instruction from the GSA regarding who gets copies of outputs and where settlement payments should be made.
- If the carrier joined CASS but their appointed GSA is the party submitting the data on their behalf, the carrier is the CASS participant and access to CASS*Link* will be granted to both parties.

For access to CASS*Link* countries other than the Head Office, contact your CASS Manager.

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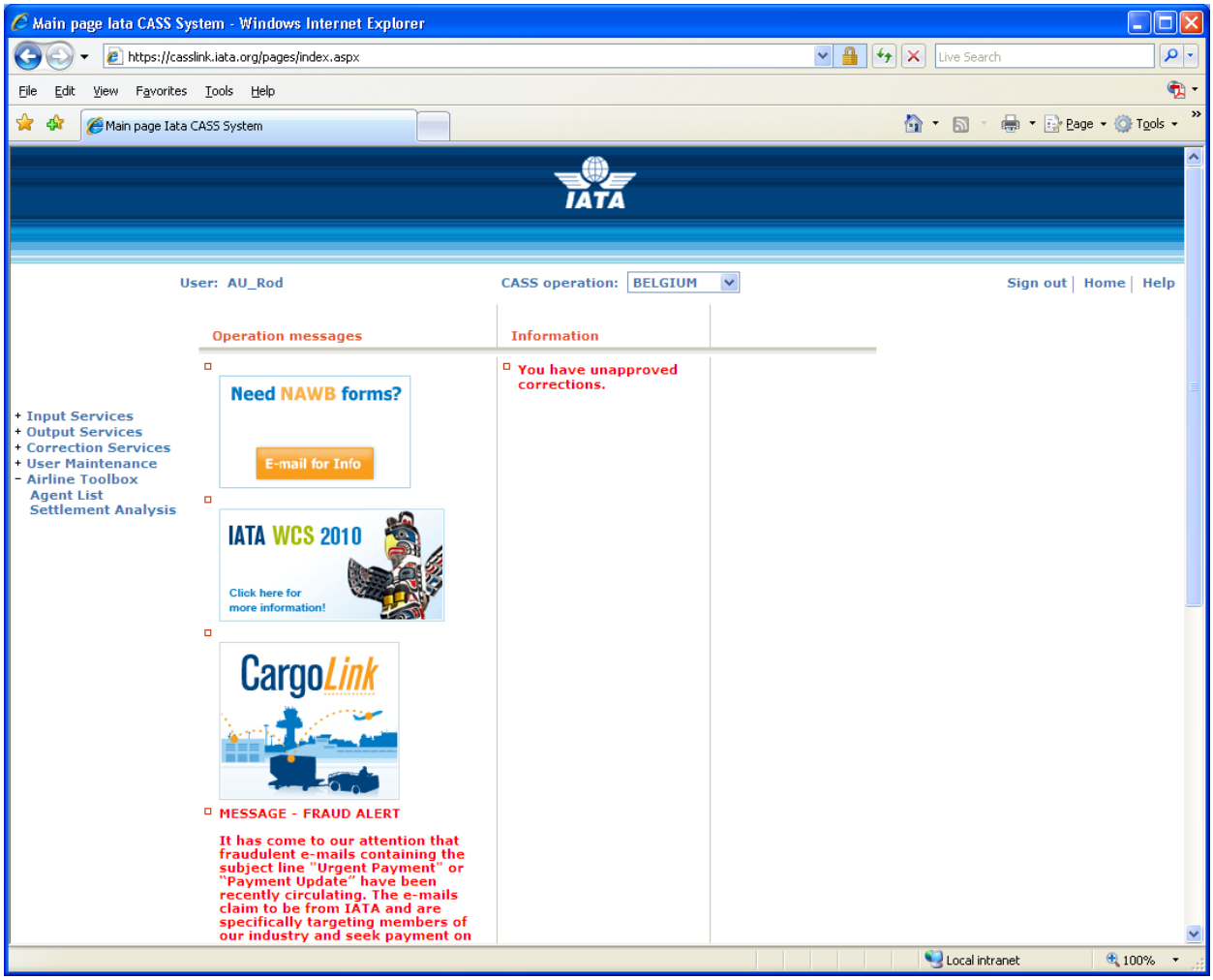
6. Airline Toolbox

Reports are now available to Airline Users via the Airline Toolbox. The reports available are:

- Agent List
- Settlement Analysis
- Correction Report


Main page Iata CASS System - Windows Internet Explorer
https://casslink.iata.org/pages/index.aspx
Main page Iata CASS System
IATA
User: AU_Rod
CASS operation: BELGIUM
Sign out | Home | Help
Operation messages
Information
You have unapproved corrections.
Need NAWB forms?
E-mail for Info
+ Input Services
+ Output Services
+ Correction Services
+ User Maintenance
- Airline Toolbox
Agent List
Settlement Analysis
IATA WCS 2010
Click here for more information!
CargoLink
MESSAGE - FRAUD ALERT
It has come to our attention that fraudulent e-mails containing the subject line "Urgent Payment" or "Payment Update" have been recently circulating. The e-mails claim to be from IATA and are specifically targeting members of our industry and seek payment on
Local intranet
100%

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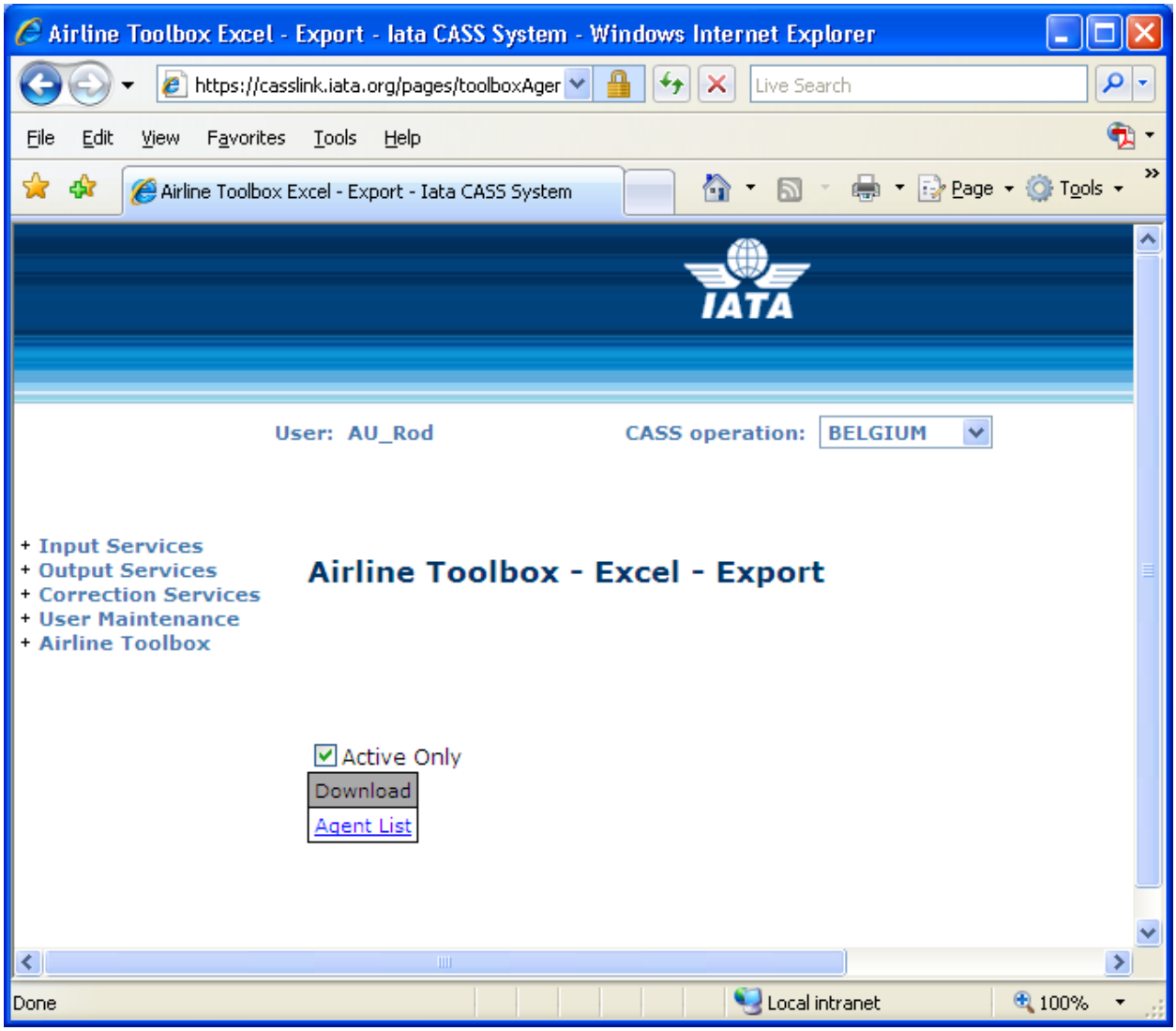
6.1 Agent List



The Agent List options allow the User to receive an xls spreadsheet report of Agents in the CASS Operation that contains “Active Only” or, if the Active Only box is un-ticked, all agents, active and non-active.

The Agent List details include:

- CASS Country
- Agent code
- CASS Code
- Name
- Address details
- Telephone number
- VAT number

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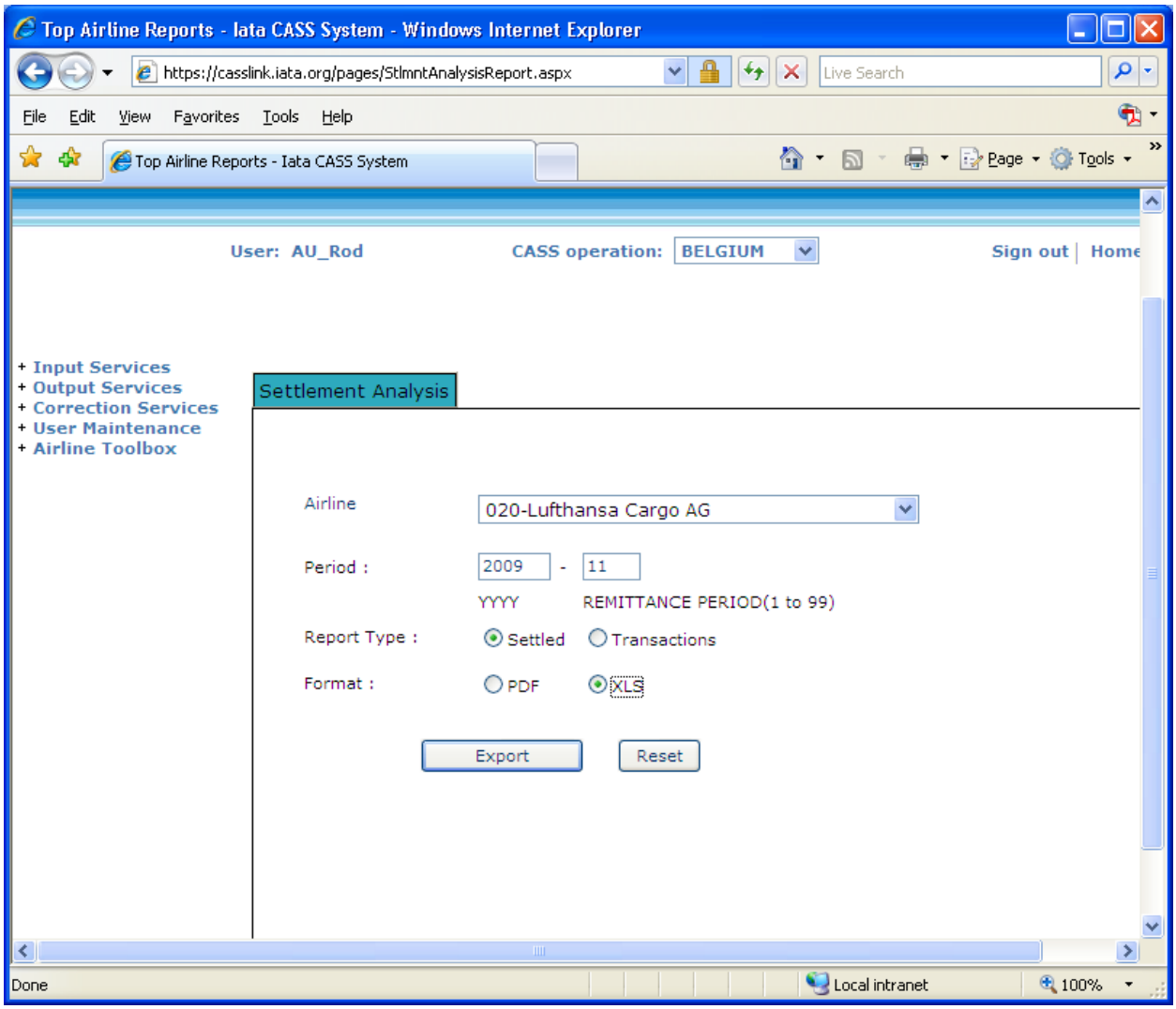
6.2 Settlement Analysis Reports

The Settlement Analysis reports offer a graphical view of data already provided in the Volume Notification reports included in the standard PDF reports.



The two reports available are:

- Settled
- Transactions

These can be downloaded as either PDF or xls for the Period.

The Period is the “end Period”, with the reports comparing this Period with previous Periods.

6.3 Correction Report

The Correction Report allows Airlines to download a report of Online Corrections entered, by Status – Accepted, Rejected, Airline Handled, Auto-Approved, Pending or All, for specified entry dates.

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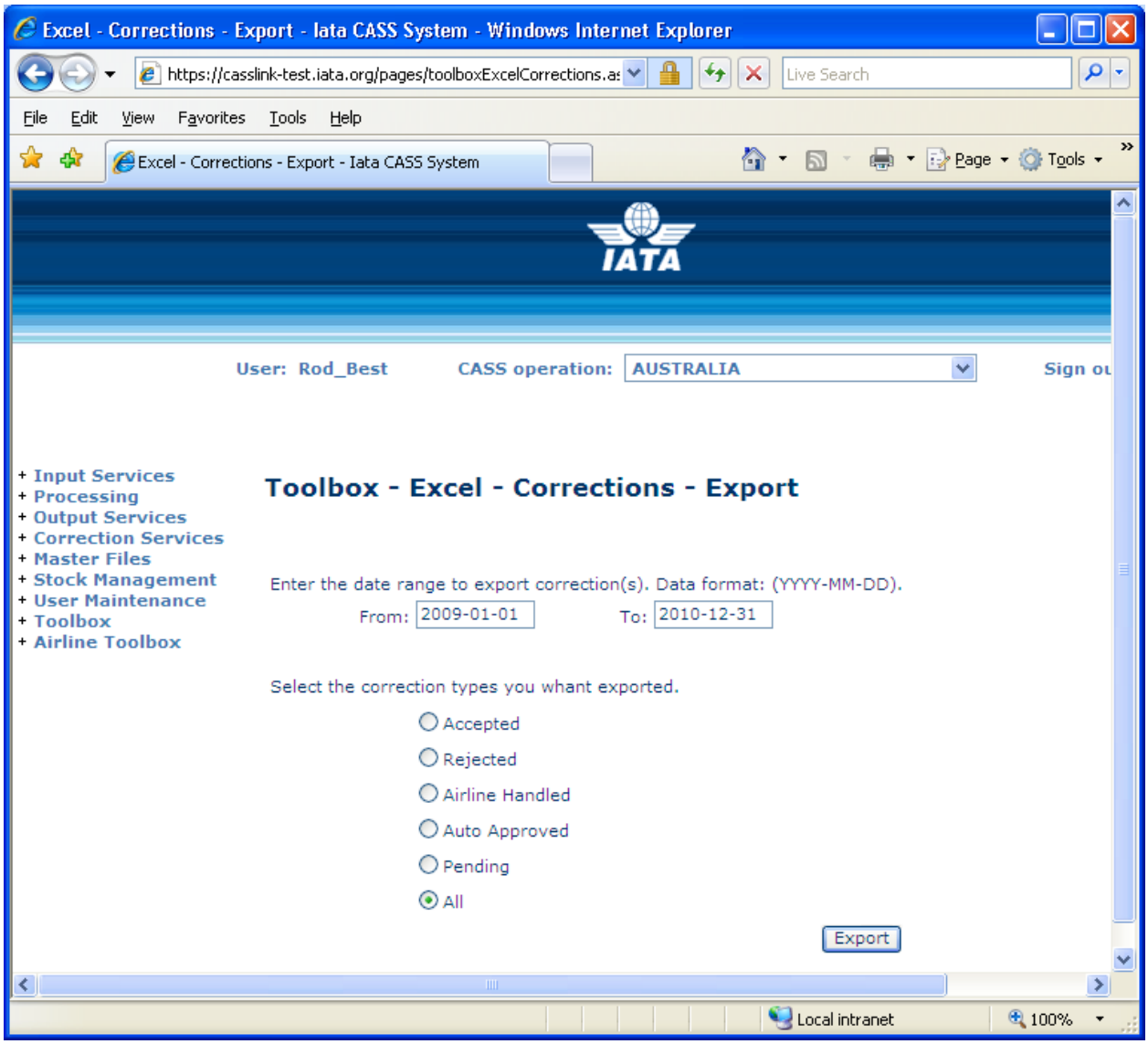
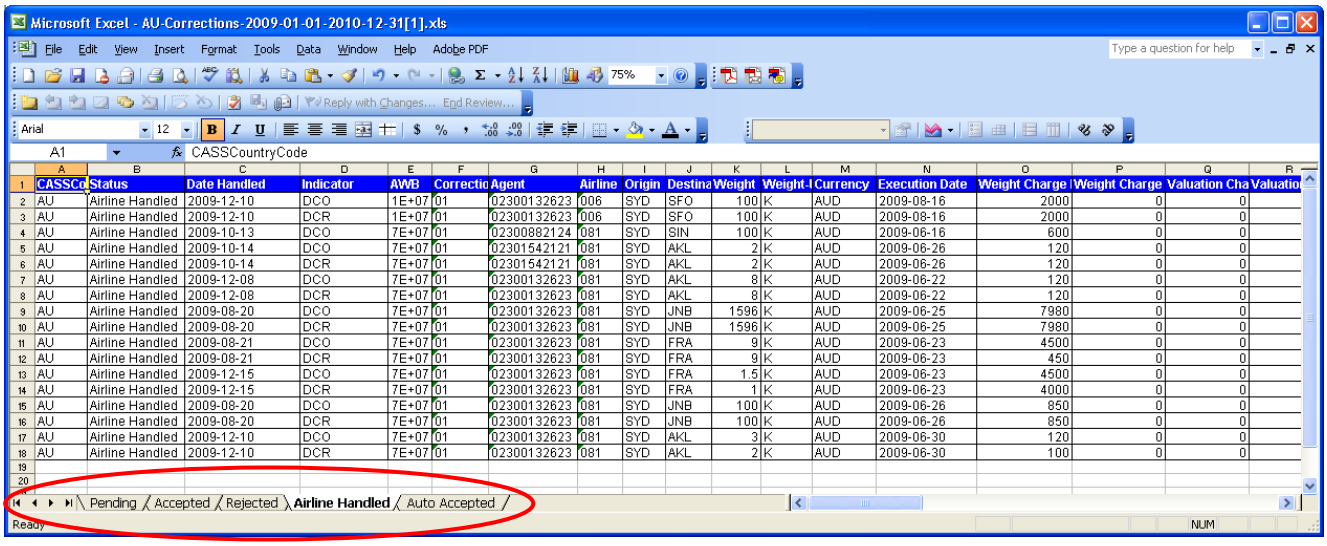
The report is provided as a XLS spreadsheet.




Microsoft Excel - AU-Corrections-2009-01-01-2010-12-31[1].xls
File Edit View Insert Format Tools Data Window Help Adobe PDF
A1
CASSCountryCode
CASSCo Status Date Handled Indicator AWB Correctio Agent Airline Origin Destina Weight Weight-I Currency Execution Date Weight Charge Weight Charge Valuation Cha Valuatio
AU Airline Handled 2009-12-10 DCO 1E+07 01 02300132623 006 SYD SFO 100 K AUD 2009-08-16 2000 0 0
AU Airline Handled 2009-12-10 DCR 1E+07 01 02300132623 006 SYD SFO 100 K AUD 2009-08-16 2000 0 0
AU Airline Handled 2009-10-13 DCO 7E+07 01 02300882124 081 SYD SIN 100 K AUD 2009-06-16 600 0 0
AU Airline Handled 2009-10-14 DCO 7E+07 01 02301542121 081 SYD AKL 2 K AUD 2009-06-26 120 0 0
AU Airline Handled 2009-10-14 DCR 7E+07 01 02301542121 081 SYD AKL 2 K AUD 2009-06-26 120 0 0
AU Airline Handled 2009-12-08 DCO 7E+07 01 02300132623 081 SYD AKL 8 K AUD 2009-06-22 120 0 0
AU Airline Handled 2009-12-08 DCR 7E+07 01 02300132623 081 SYD AKL 8 K AUD 2009-06-22 120 0 0
AU Airline Handled 2009-08-20 DCO 7E+07 01 02300132623 081 SYD JNB 1596 K AUD 2009-06-25 7980 0 0
AU Airline Handled 2009-08-20 DCR 7E+07 01 02300132623 081 SYD JNB 1596 K AUD 2009-06-25 7980 0 0
AU Airline Handled 2009-08-21 DCO 7E+07 01 02300132623 081 SYD FRA 9 K AUD 2009-06-23 4500 0 0
AU Airline Handled 2009-08-21 DCR 7E+07 01 02300132623 081 SYD FRA 9 K AUD 2009-06-23 450 0 0
AU Airline Handled 2009-12-15 DCO 7E+07 01 02300132623 081 SYD FRA 1.5 K AUD 2009-06-23 4500 0 0
AU Airline Handled 2009-12-15 DCR 7E+07 01 02300132623 081 SYD FRA 1 K AUD 2009-06-23 4000 0 0
AU Airline Handled 2009-08-20 DCO 7E+07 01 02300132623 081 SYD JNB 100 K AUD 2009-06-26 850 0 0
AU Airline Handled 2009-08-20 DCR 7E+07 01 02300132623 081 SYD JNB 100 K AUD 2009-06-26 850 0 0
AU Airline Handled 2009-12-10 DCO 7E+07 01 02300132623 081 SYD AKL 3 K AUD 2009-06-30 120 0 0
AU Airline Handled 2009-12-10 DCR 7E+07 01 02300132623 081 SYD AKL 2 K AUD 2009-06-30 100 0 0
Pending Accepted Rejected Airline Handled Auto Accepted
Ready
NUM

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7. Stock Management

For all information regarding CASS*Link* Stock Management, please refer to the CASS*Link* Stock Management Manual for CASS Managers and Airlines.

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7.1 Stock Management Fact Sheet

CASS*Link* STOCK MANAGEMENT

Would you like an automated, web based solution to manage your Neutral AWB number allocations?

Would you like an on-line AWB audit system enabling you to confirm that all of your AWBs have been billed?

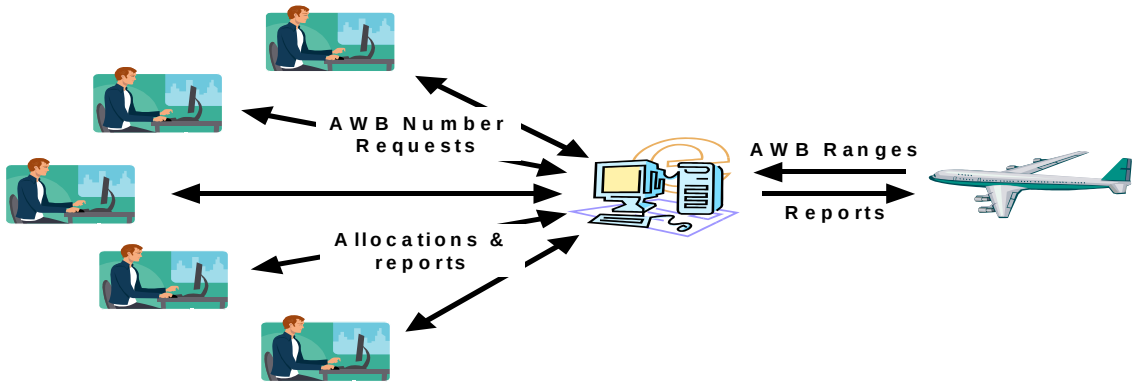
If the answer is YES, then the CASS*Link* Stock Management system is your solution

Introduction

The CASS*Link* Stock Management system is a value-added service fully integrated within CASS*Link* that allows Airlines to automate the allocation of AWB serial numbers to their approved Freight Forwarders.

The service provides significant benefits for the forwarding community such as the ability to request stock allocation on-line 24 hours a day, 7 days a week. Forwarders and Airlines can also track usage and monitor used or unused allocations.

C A S S *L i n k* A W B S t o c k M a n a g e m e n t S y s t e m



Key Features

- Carrier determined maximum stock allowance for each Freight Forwarder
- On-line dynamic and flexible on-request reporting in PDF or XLS format

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- Freight Forwarder on-line stock requests available 24x7
- A central “Global” number range option
- Separate Express AWB number range option
- Carrier pre-printed AWBs can also be allocated and tracked
- Auto-generated allocation messages (email) to nominated operations persons
- Consolidated stock allocation option - Single or multiple location allocations for Freight Forwarders
- “Low stock” warnings to Airlines
- On-demand reporting of unreported AWBs eg. Audit …etc

System Benefits

For Airlines

- Improved AWB Audit functionality
- Automated allocation to Freight Forwarders - 24 x 7
- Retain complete control of access and allotment of AWB’s
- “Global” range option
- Program accommodates pre-printed AWBs as well as Automated and Express (second/separate) number ranges

For Freight Forwarders

- Access to Airline stock 24 x 7
- Agency consolidated allocations
- On-line reporting of usage

Roles and Responsibilities

- CASS Operations activate Airlines and Freight Forwarders on the Stock Management module
- Freight Forwarders and Airlines nominate contact email addresses for stock allocation notifications (up to 3)
- Airlines input their own Stock AWB number master range
- Airlines define individual Freight Forwarder stock allocations, including maximum holding

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- Freight Forwarders request stock allocations online
- Dedicated and specific user access can be assigned for the AWB management service
- Freight Forwarders and Airlines both receive email notification of allocation
- Airlines can close ranges or delete AWB's at any time

How do I subscribe?

Airlines

- If you are an airline, contact you local Cargo Manager to activate you in CASS*Link*
- Activation takes minutes, so you can start enjoying the benefits immediately

Freight Forwarders

- If you are a Freight Forwarder speak to your carriers about activation

For more information go to:

www.iata.org/ps/financial_services/casslink.htm

CASS*Link*

"Simplifying the business of Air Cargo"

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8. Glossary of Terms

Agent	IATA Accredited Cargo Agent (Freight Forwarder)
AWB	Air Waybill - the document made out by or on behalf of the shipper which evidences the contract between the shipper and carrier(s) for carriage of goods over routes of the carrier(s).
Billing Period	There are twenty-four (24) Billing Periods each calendar year ie. two (2) per month. These are: 1st to 15th and 16th to last day of month (28th, 29th, 30th 31st)
CASS	Cargo Accounts Settlement System
CASS Associate	Freight Forwarder sponsored by a CASS Airline to join the CASS program
CASSLink	Global processing system used by IATA for processing Airline billing documents.
CCA	Cargo Charges Correction Advice means the document used for the notification of changes to the transportation charges and/or to other charges and/or the method of payment.
Charges Collect	Equivalent to the term 'freight collect' or 'charges forward', means the charges entered on the Air Waybill for collection from the consignee.
Correction document	See CCA or DCM
Correction Period	An additional Billing Period used to correct documents in the initial Billing production. Only Correction documents (CCA, DCM or Online Correction) are processed in a

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	Correction Period
DCM	Debit Credit Memo – used to amend Net/Net sales
Remittance	Payment by Agents to CASS for payment of CASS Billing of AWB's, CCA's & DCM's
Reporting Timetable	Timetable of events usually published by CASS before the start of a new year to identify key dates for report production, Agent remittance and Airline settlement.
Settlement	Amounts owed to Airlines by Agents through CASS
Upload	The processed used by Airlines to enter electronic billing files into CASS*Link* each Billing Period
Username	Log-in identification to access CASSLink

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Appendix A

CASS Data Capture Software

For Airlines and GSA's that do not have an accounting system that is able to produce CASSLink billing files, CASS has produced an AWB Data Capture programme that will enable the capture and creation of billing data for upload into CASSLink.

This software is free.

There is now a new "Windows" version of the CASS AWB Data Capture software. This replaces the DOS Data Capture system.

Contact your CASS Manager for more details or to get a free copy of the software and the User Manual.

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Appendix B – Frequently Asked Questions

Q. What is the CASS*Link* website address?

A. https://casslink.iata.org. Don't forget the https, as this is a *Link* to a secure website.

Q. I have forgotten my password, can you tell me what it is?

A. CASS/Cargo office staff cannot see what your password is. They can reset and create a new password for you, but cannot see the current one.

Q. I have loaded my billing file and it has the wrong header or period end dates. Will it be processed? How do I find it to "Load" it after Validation?

A. Yes. CASS*Link* does not process documents based on the file Header Record. Documents are processed based on the Execution Date of the AWB. If you cannot find the file you have loaded, change the search dates to include the Header date. Then the Validated file can be viewed and Loaded.

Q. I didn't get my report. Can you resend them to me?

A. No. All Airlines have access to CASS*Link* and can login at any time and retrieve any reports that you didn't receive.

Q. My Head Office wants access to CASS*Link* reports in other countries. Can they access my output from their Username login?

A. Yes. One of the features of CASS*Link* is that it is a global system. Airline Head Offices can have access to their reports worldwide. Contact your Cargo Manager to arrange these links.

Q. What reports are available?

A. CASS*Link* standard reporting format is PDF. HOT or text-file reports are available that are used for account reconciliation. XLS spreadsheet reports are also available. Contact your Cargo Manager to activate the HOT or XLS report options.

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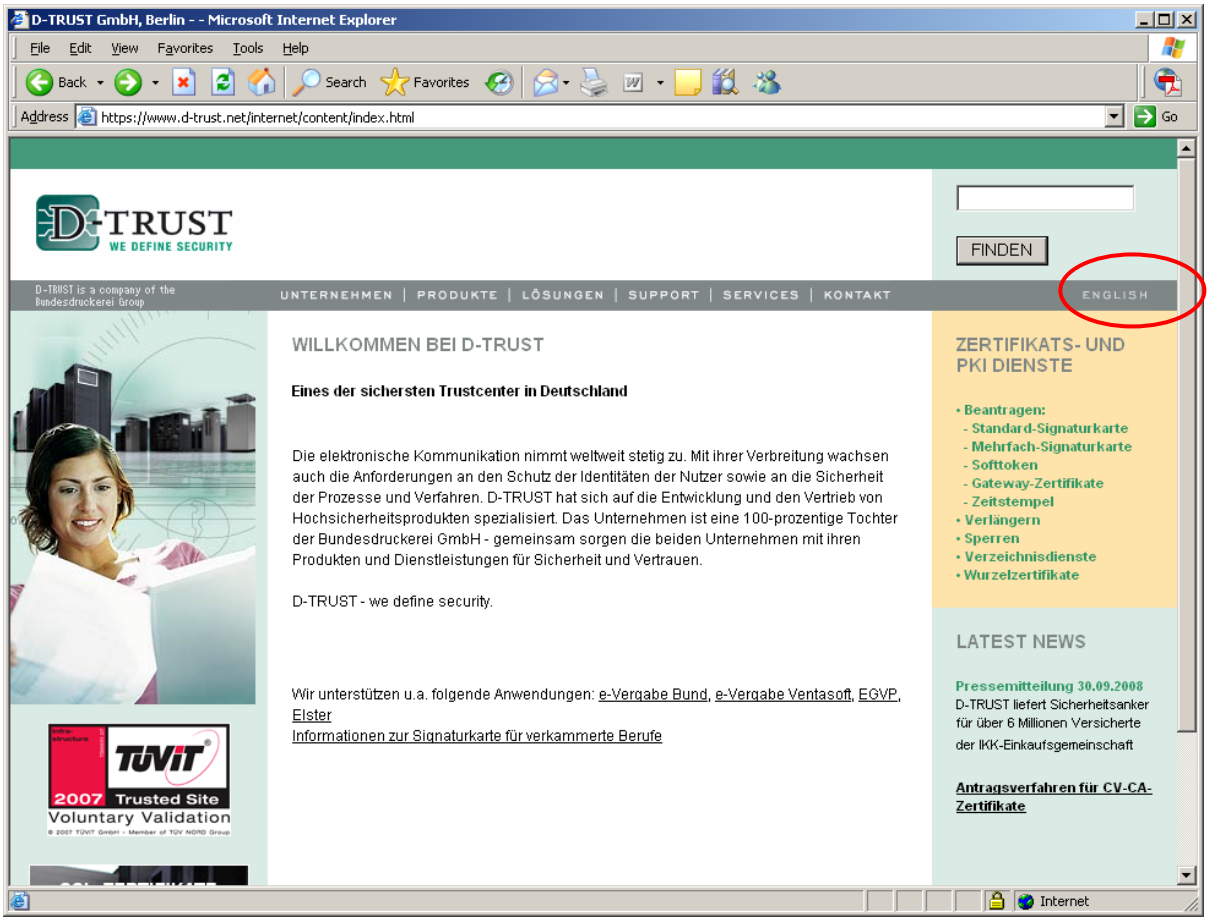
Appendix C – Trust Certificates

Loading Trust Certificates Into Your Adobe Viewer Application

For a number of EU countries, it is a requirement of EU Directive 115 that all CASS*Link* invoices be digitally signed. The following instructions allow invoice recipients to verify the signatures embedded in the CASS*Link* PDF Invoice documents. Signature verification requires Adobe Reader version 8.0 or later.

1. Download the certificates from the D-Trust website by going to the www.d-trust.net

2. Choose the English language (top right hand corner)


D-TRUST GmbH, Berlin - - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.d-trust.net/internet/content/index.html
Go
D-TRUST
WE DEFINE SECURITY
FINDEN
D-TRUST is a company of the Bundesdruckerei Group
UNTERNEHMEN | PRODUKTE | LÖSUNGEN | SUPPORT | SERVICES | KONTAKT
ENGLISH
WILLKOMMEN BEI D-TRUST
Eines der sichersten Trustcenter in Deutschland
Die elektronische Kommunikation nimmt weltweit stetig zu. Mit ihrer Verbreitung wachsen auch die Anforderungen an den Schutz der Identitäten der Nutzer sowie an die Sicherheit der Prozesse und Verfahren. D-TRUST hat sich auf die Entwicklung und den Vertrieb von Hochsicherheitsprodukten spezialisiert. Das Unternehmen ist eine 100-prozentige Tochter der Bundesdruckerei GmbH - gemeinsam sorgen die beiden Unternehmen mit ihren Produkten und Dienstleistungen für Sicherheit und Vertrauen.
D-TRUST - we define security.
Wir unterstützen u.a. folgende Anwendungen: e-Vergabe Bund, e-Vergabe Ventasoft, EGVP, Elster
Informationen zur Signaturkarte für verkammerte Berufe
ZERTIFIKATS- UND PKI DIENSTE
• Beantragen:
- Standard-Signaturkarte
- Mehrfach-Signaturkarte
- Softtoken
- Gateway-Zertifikate
- Zeitstempel
• Verlängern
• Sperren
• Verzeichnisdienste
• Wurzelzertifikate
LATEST NEWS
Pressemitteilung 30.09.2008
D-TRUST liefert Sicherheitsanker für über 6 Millionen Versicherte der IKK-Einkaufsgemeinschaft
Antragsverfahren für CV-CA-Zertifikate
TÜViT
2007 Trusted Site
Voluntary Validation
Internet

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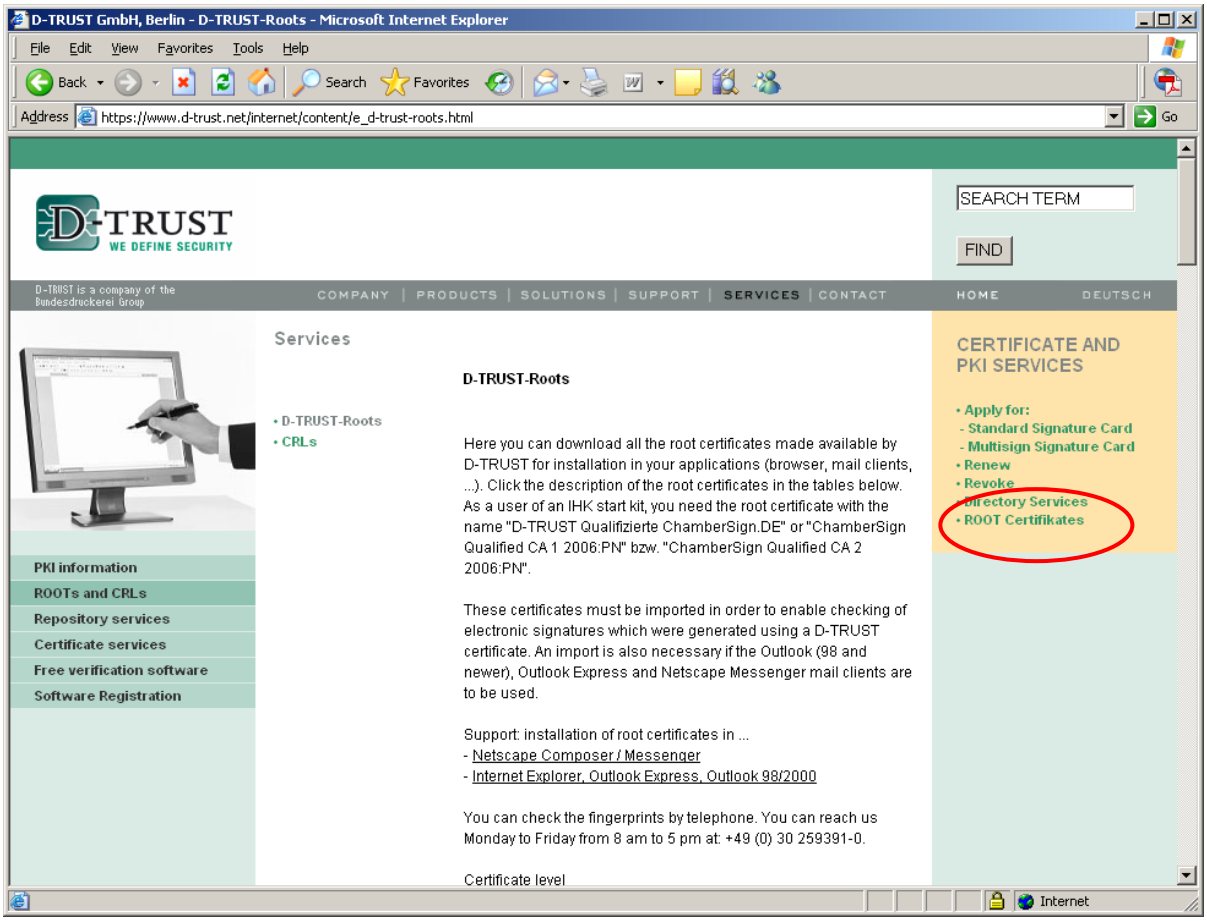
3. Click on “ROOT Certifikates” (right hand side of page)


D-TRUST GmbH, Berlin - D-TRUST-Roots - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.d-trust.net/internet/content/e_d-trust-roots.html
Go
D-TRUST
WE DEFINE SECURITY
SEARCH TERM
FIND
D-TRUST is a company of the Bundesdruckerei Group
COMPANY | PRODUCTS | SOLUTIONS | SUPPORT | SERVICES | CONTACT
HOME
DEUTSCH
Services
• D-TRUST-Roots
• CRLs
PKI information
ROOTs and CRLs
Repository services
Certificate services
Free verification software
Software Registration
D-TRUST-Roots
Here you can download all the root certificates made available by D-TRUST for installation in your applications (browser, mail clients, ...). Click the description of the root certificates in the tables below. As a user of an IHK start kit, you need the root certificate with the name "D-TRUST Qualifizierte ChamberSign.DE" or "ChamberSign Qualified CA 1 2006:PN" bzw. "ChamberSign Qualified CA 2 2006:PN".
These certificates must be imported in order to enable checking of electronic signatures which were generated using a D-TRUST certificate. An import is also necessary if the Outlook (98 and newer), Outlook Express and Netscape Messenger mail clients are to be used.
Support: installation of root certificates in ...
- Netscape Composer / Messenger
- Internet Explorer, Outlook Express, Outlook 98/2000
You can check the fingerprints by telephone. You can reach us Monday to Friday from 8 am to 5 pm at: +49 (0) 30 259391-0.
Certificate level
CERTIFICATE AND PKI SERVICES
• Apply for:
- Standard Signature Card
- Multisign Signature Card
• Renew
• Revoke
• Directory Services
• ROOT Certifikates
Internet

4. Click on German language (DEUTSCH)

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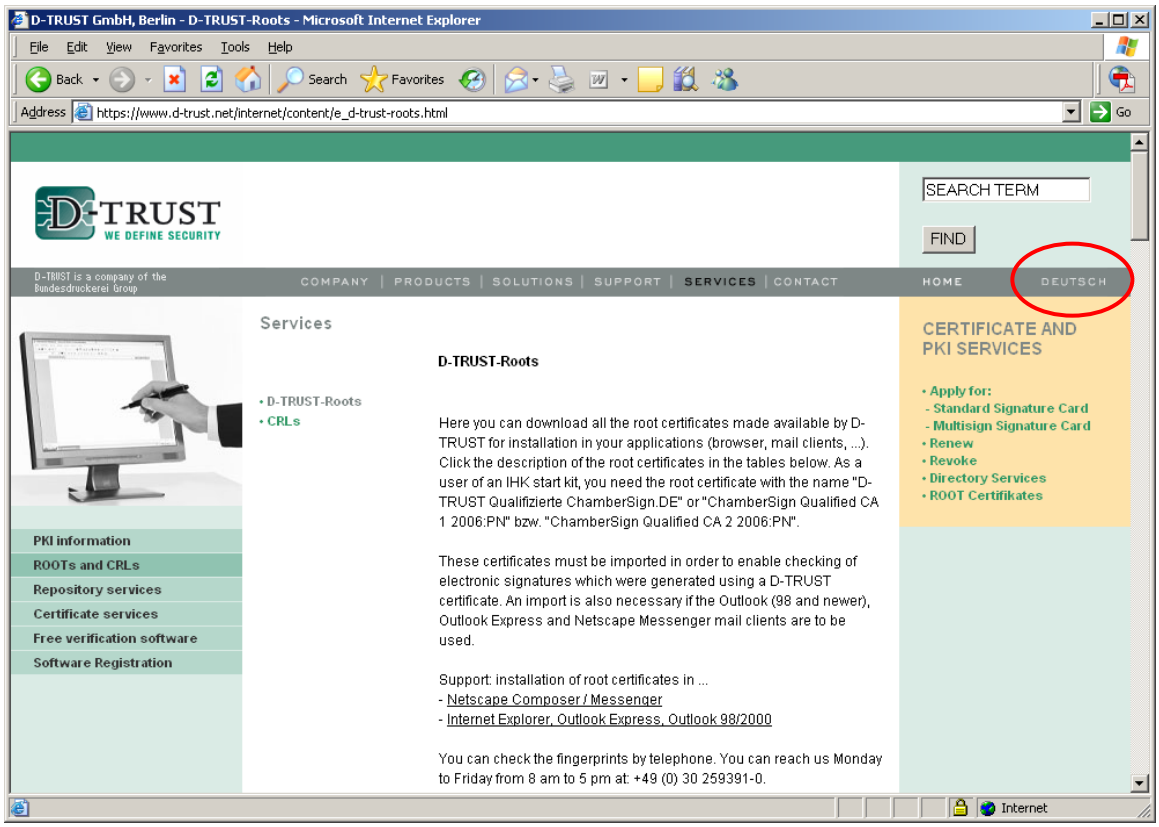
D-TRUST GmbH, Berlin - D-TRUST-Roots - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.d-trust.net/internet/content/e_d-trust-roots.html
Go
D-TRUST
WE DEFINE SECURITY
SEARCH TERM
FIND
D-TRUST is a company of the Bundesdruckerei Group
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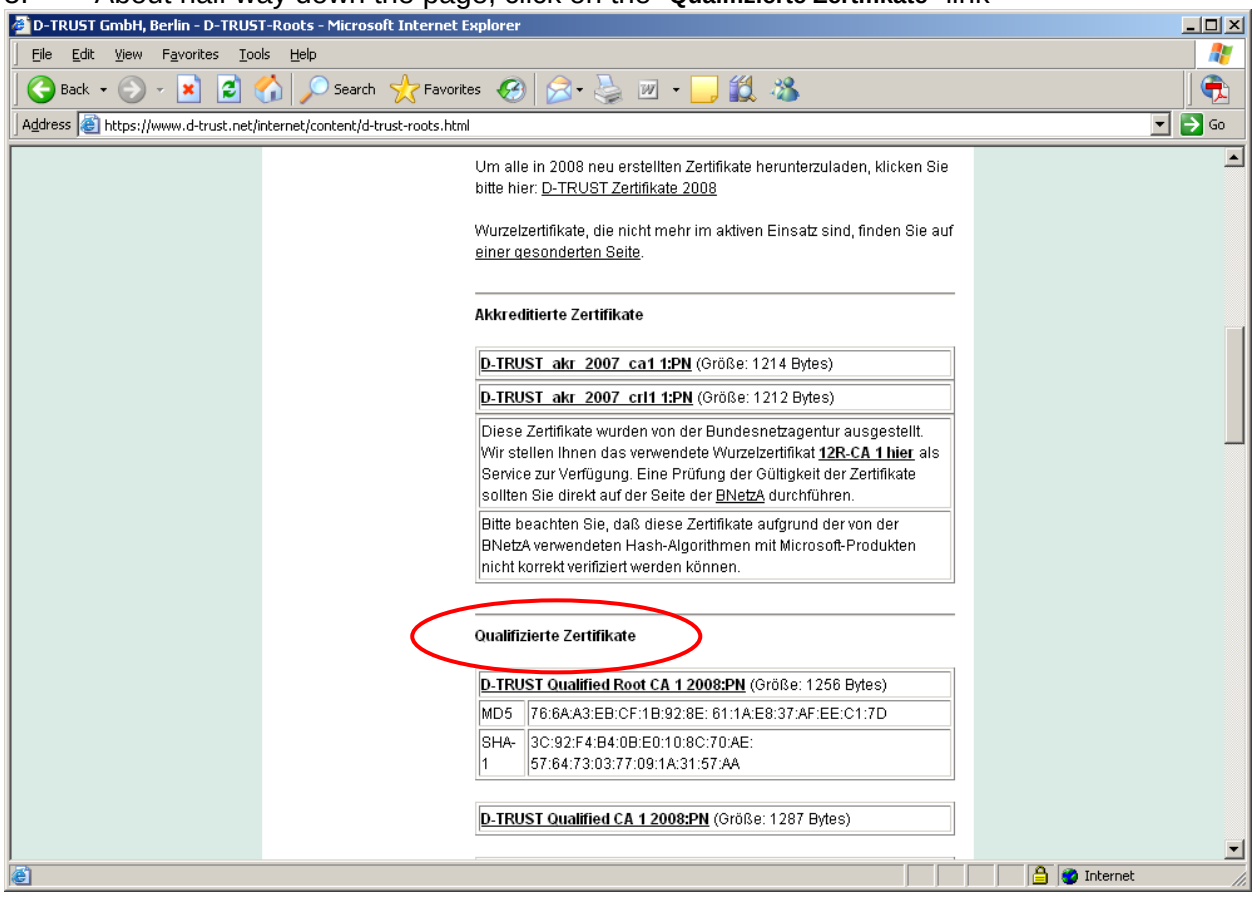
HOME
DEUTSCH
Services
• D-TRUST-Roots
• CRLs
D-TRUST-Roots
Here you can download all the root certificates made available by D-TRUST for installation in your applications (browser, mail clients, ...). Click the description of the root certificates in the tables below. As a user of an IHK start kit, you need the root certificate with the name "D-TRUST Qualifizierte ChamberSign.DE" or "ChamberSign Qualified CA 1 2006:PN" bzw. "ChamberSign Qualified CA 2 2006:PN".
These certificates must be imported in order to enable checking of electronic signatures which were generated using a D-TRUST certificate. An import is also necessary if the Outlook (98 and newer), Outlook Express and Netscape Messenger mail clients are to be used.
Support: installation of root certificates in ...
- Netscape Composer / Messenger
- Internet Explorer, Outlook Express, Outlook 98/2000
You can check the fingerprints by telephone. You can reach us Monday to Friday from 8 am to 5 pm at: +49 (0) 30 259391-0.
CERTIFICATE AND PKI SERVICES
• Apply for:
- Standard Signature Card
- Multisign Signature Card
• Renew
• Revoke
• Directory Services
• ROOT Certifikates
PKI information
ROOTs and CRLs
Repository services
Certificate services
Free verification software
Software Registration
Internet

(You need to go back to Deutsch as the correct certificates are not visible in English)

5. About half way down the page, click on the “**Qualifizierte Zertifikate**” link


D-TRUST GmbH, Berlin - D-TRUST-Roots - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.d-trust.net/internet/content/d-trust-roots.html
Go
Um alle in 2008 neu erstellten Zertifikate herunterzuladen, klicken Sie bitte hier: D-TRUST Zertifikate 2008
Wurzelzertifikate, die nicht mehr im aktiven Einsatz sind, finden Sie auf einer gesonderten Seite.
Akkreditierte Zertifikate
D-TRUST_akr_2007_ca1 1:PN (Größe: 1214 Bytes)
D-TRUST_akr_2007_crl1 1:PN (Größe: 1212 Bytes)
Diese Zertifikate wurden von der Bundesnetzagentur ausgestellt. Wir stellen Ihnen das verwendete Wurzelzertifikat 12R-CA 1 hier als Service zur Verfügung. Eine Prüfung der Gültigkeit der Zertifikate sollten Sie direkt auf der Seite der BNetzA durchführen.
Bitte beachten Sie, daß diese Zertifikate aufgrund der von der BNetzA verwendeten Hash-Algorithmen mit Microsoft-Produkten nicht korrekt verifiziert werden können.
Qualifizierte Zertifikate
D-TRUST Qualified Root CA 1 2008:PN (Größe: 1256 Bytes)
MD5 76:6A:A3:EB:CF:1B:92:8E: 61:1A:E8:37:AF:EE:C1:7D
SHA-1 3C:92:F4:B4:0B:E0:10:8C:70:AE: 57:64:73:03:77:09:1A:31:57:AA
D-TRUST Qualified CA 1 2008:PN (Größe: 1287 Bytes)
Internet

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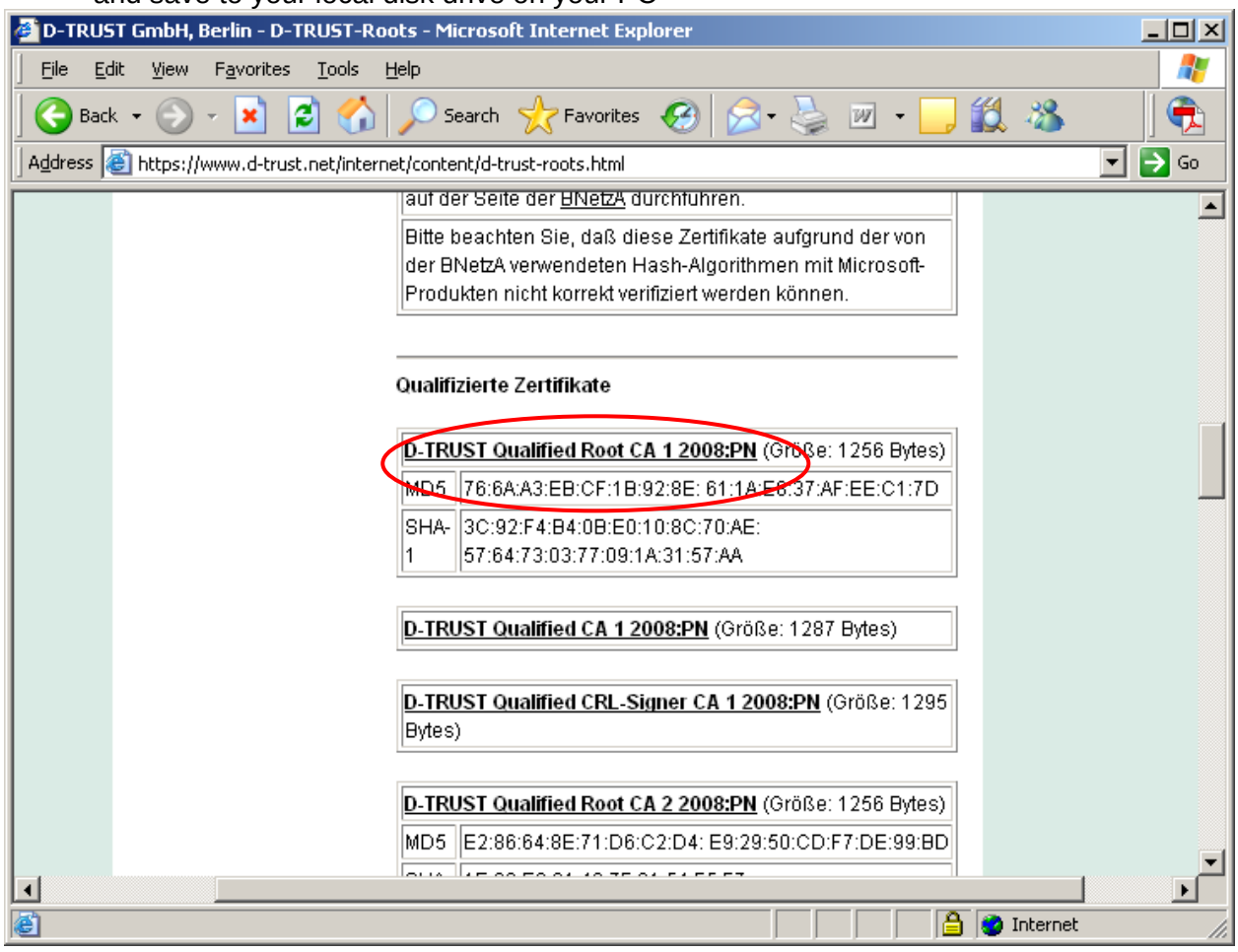
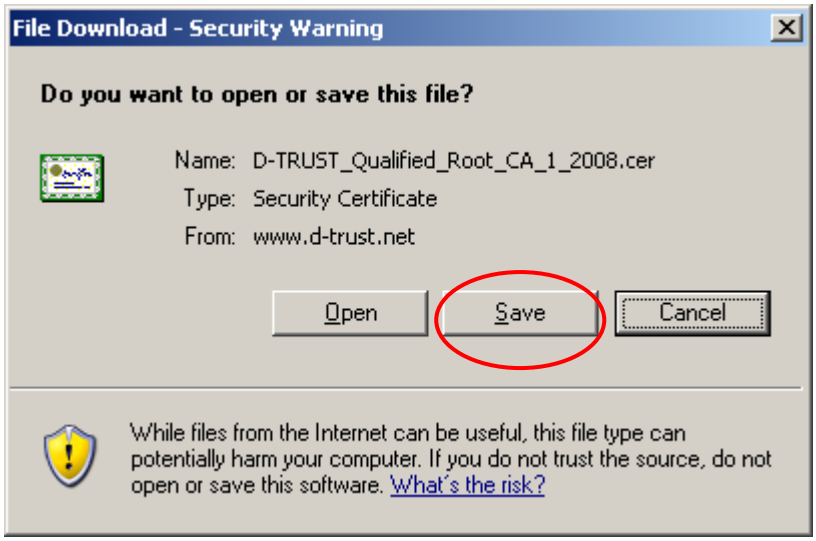
6. Click on the "**D-TRUST Qualified Root CA 1 2008:PN**" link to download the certificate and save to your local disk drive on your PC


D-TRUST GmbH, Berlin - D-TRUST-Roots - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.d-trust.net/internet/content/d-trust-roots.html
Go
auf der Seite der BNetzA durchführen.
Bitte beachten Sie, daß diese Zertifikate aufgrund der von der BNetzA verwendeten Hash-Algorithmen mit Microsoft-Produkten nicht korrekt verifiziert werden können.
Qualifizierte Zertifikate
D-TRUST Qualified Root CA 1 2008:PN (Größe: 1256 Bytes)
MD5 76:6A:A3:EB:CF:1B:92:8E: 61:1A:E8:37:AF:EE:C1:7D
SHA-1 3C:92:F4:B4:0B:E0:10:8C:70:AE: 57:64:73:03:77:09:1A:31:57:AA
D-TRUST Qualified CA 1 2008:PN (Größe: 1287 Bytes)
D-TRUST Qualified CRL-Signer CA 1 2008:PN (Größe: 1295 Bytes)
D-TRUST Qualified Root CA 2 2008:PN (Größe: 1256 Bytes)
MD5 E2:86:64:8E:71:D6:C2:D4: E9:29:50:CD:F7:DE:99:BD
Internet


File Download - Security Warning
Do you want to open or save this file?
Name: D-TRUST_Qualified_Root_CA_1_2008.cer
Type: Security Certificate
From: www.d-trust.net
Open
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?

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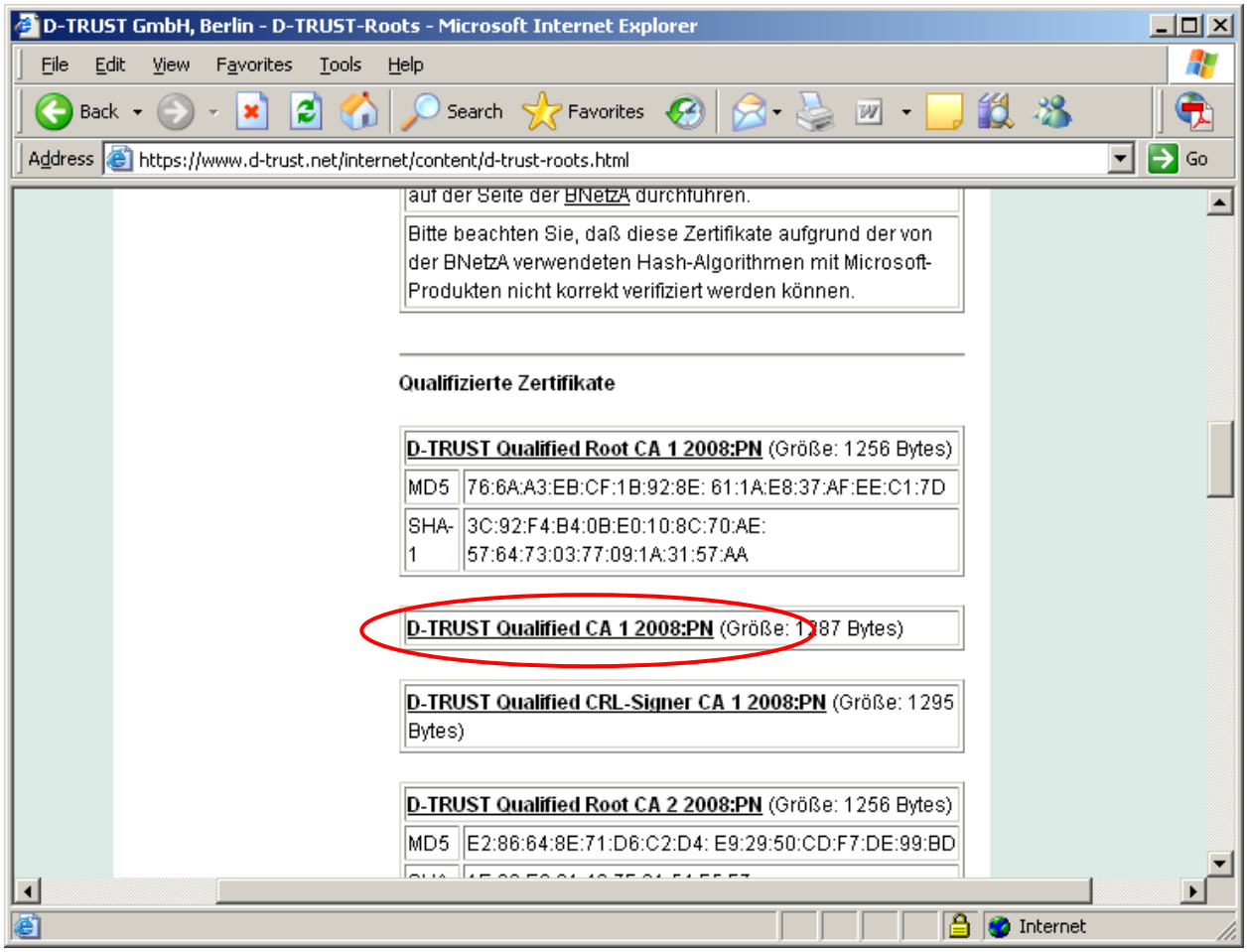
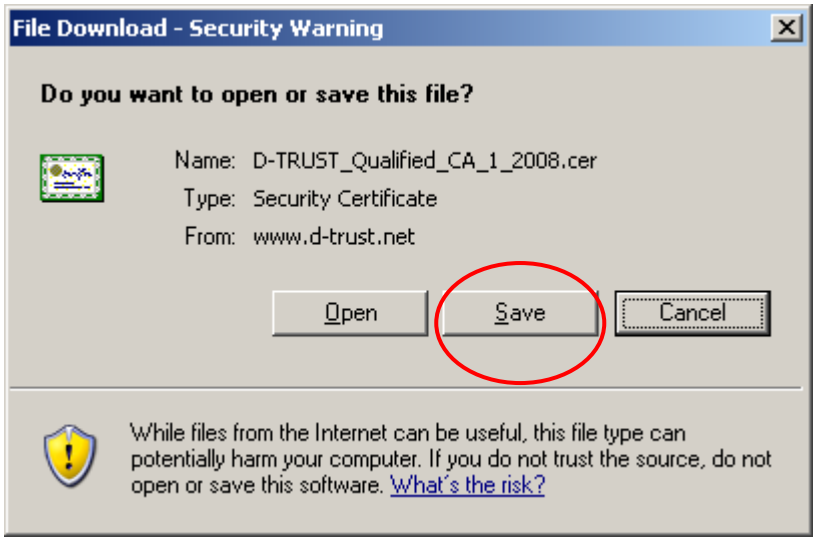
7. Click on the “**D-TRUST Qualified CA 1 2008:PN**” link to download the certificate and save to your local disk drive on your PC


D-TRUST GmbH, Berlin - D-TRUST-Roots - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://www.d-trust.net/internet/content/d-trust-roots.html
Go
auf der Seite der BNetzA durchführen.
Bitte beachten Sie, daß diese Zertifikate aufgrund der von der BNetzA verwendeten Hash-Algorithmen mit Microsoft-Produkten nicht korrekt verifiziert werden können.
Qualifizierte Zertifikate
D-TRUST Qualified Root CA 1 2008:PN (Größe: 1256 Bytes)
MD5 76:6A:A3:EB:CF:1B:92:8E: 61:1A:E8:37:AF:EE:C1:7D
SHA-1 3C:92:F4:B4:0B:E0:10:8C:70:AE: 57:64:73:03:77:09:1A:31:57:AA
D-TRUST Qualified CA 1 2008:PN (Größe: 1287 Bytes)
D-TRUST Qualified CRL-Signer CA 1 2008:PN (Größe: 1295 Bytes)
D-TRUST Qualified Root CA 2 2008:PN (Größe: 1256 Bytes)
MD5 E2:86:64:8E:71:D6:C2:D4: E9:29:50:CD:F7:DE:99:BD
Internet


File Download - Security Warning
Do you want to open or save this file?
Name: D-TRUST_Qualified_CA_1_2008.cer
Type: Security Certificate
From: www.d-trust.net
Open
Save
Cancel
While files from the Internet can be useful, this file type can potentially harm your computer. If you do not trust the source, do not open or save this software. What's the risk?

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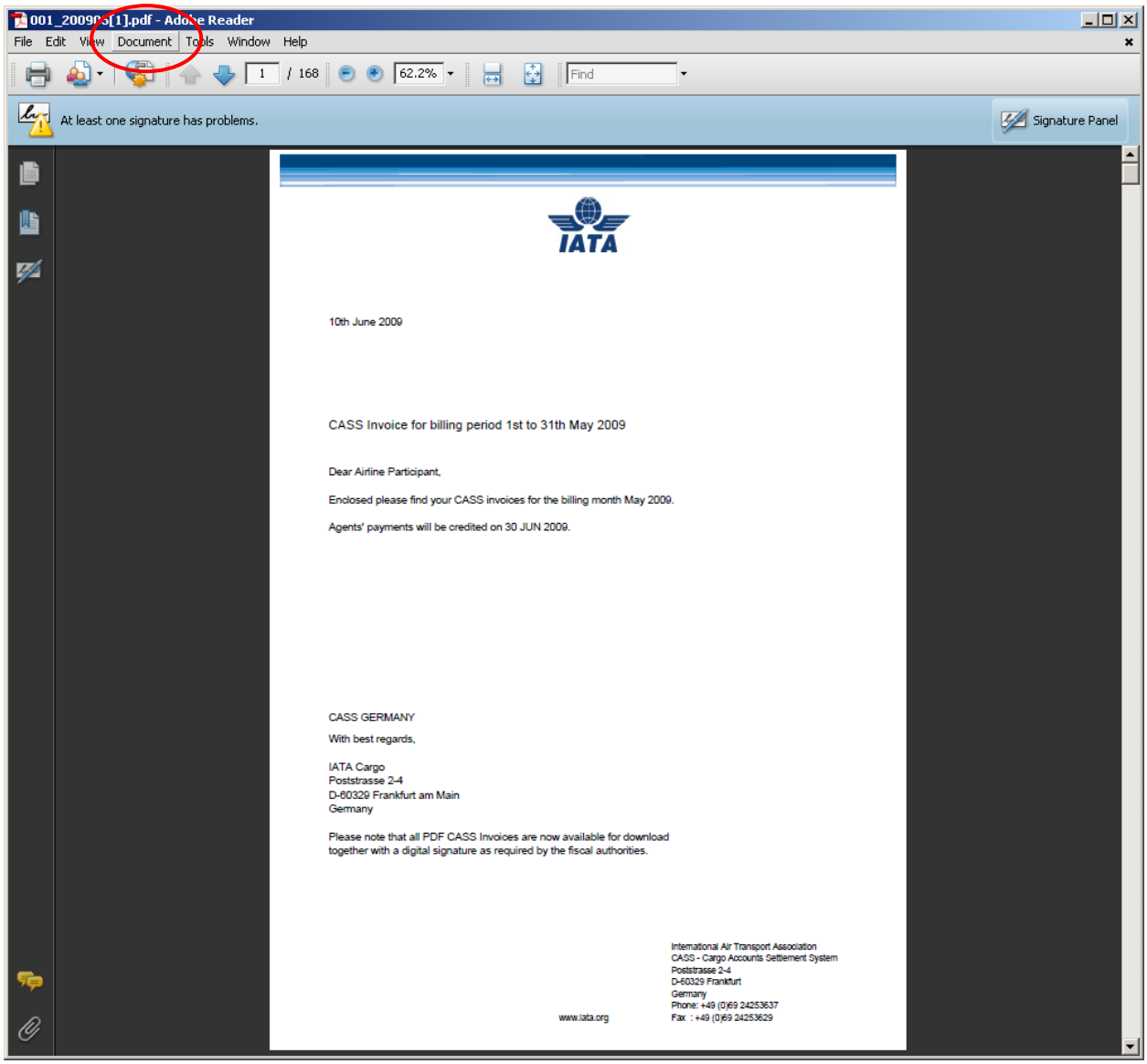
8. Within the Adobe Viewer (open your signed PDF document), from the main menu along the top of the window, select “Document – Managed Trusted Identities…”


001_200905[1].pdf - Adobe Reader
File Edit View Document Tools Window Help
1 / 168
62.2%
Find
At least one signature has problems.
Signature Panel
IATA
10th June 2009
CASS Invoice for billing period 1st to 31th May 2009
Dear Airline Participant,
Enclosed please find your CASS invoices for the billing month May 2009.
Agents' payments will be credited on 30 JUN 2009.
CASS GERMANY
With best regards,
IATA Cargo
Poststrasse 2-4
D-60329 Frankfurt am Main
Germany
Please note that all PDF CASS Invoices are now available for download together with a digital signature as required by the fiscal authorities.
International Air Transport Association
CASS - Cargo Accounts Settlement System
Poststrasse 2-4
D-60329 Frankfurt
Germany
Phone: +49 (0)69 24253637
Fax : +49 (0)69 24253629
www.iata.org

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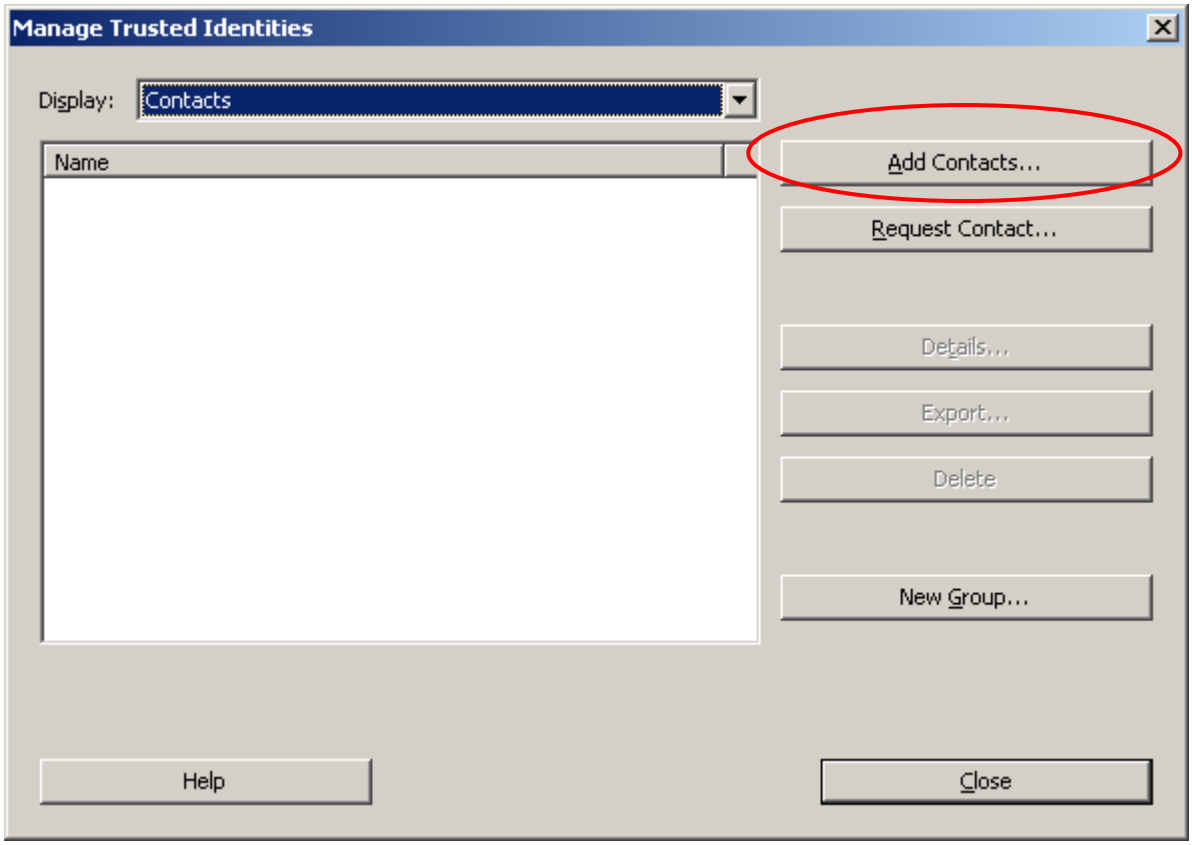
9. Click on the “Add Contacts…” button



10. Click on the “Browse…” button

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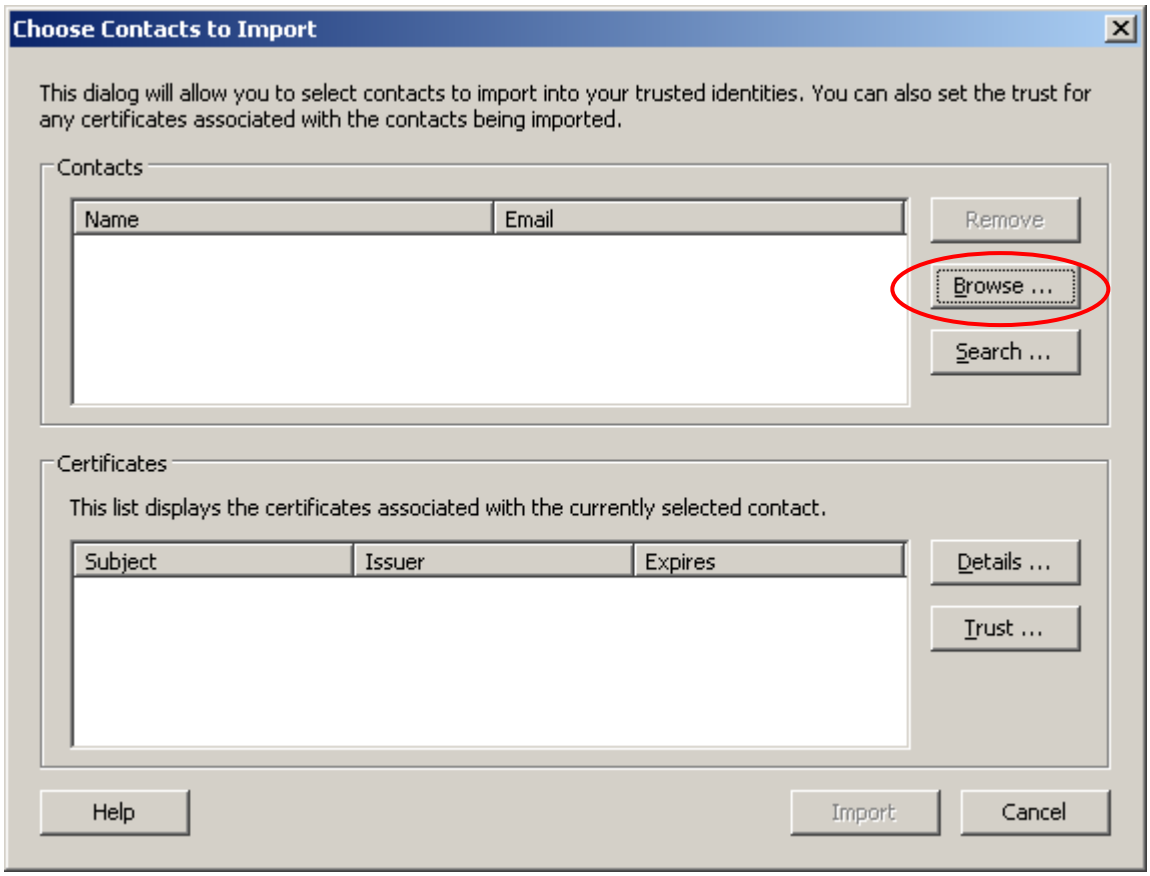
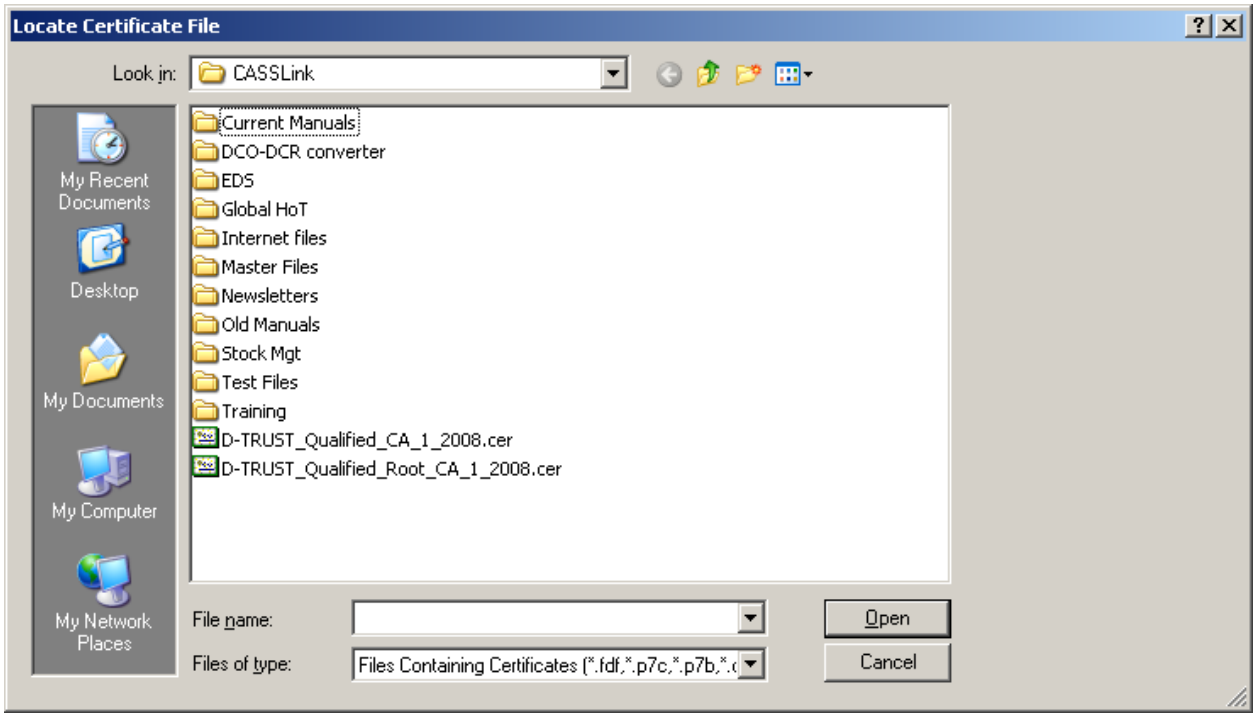


11. Browse to the location where the certificate files were saved to on your local disk drive



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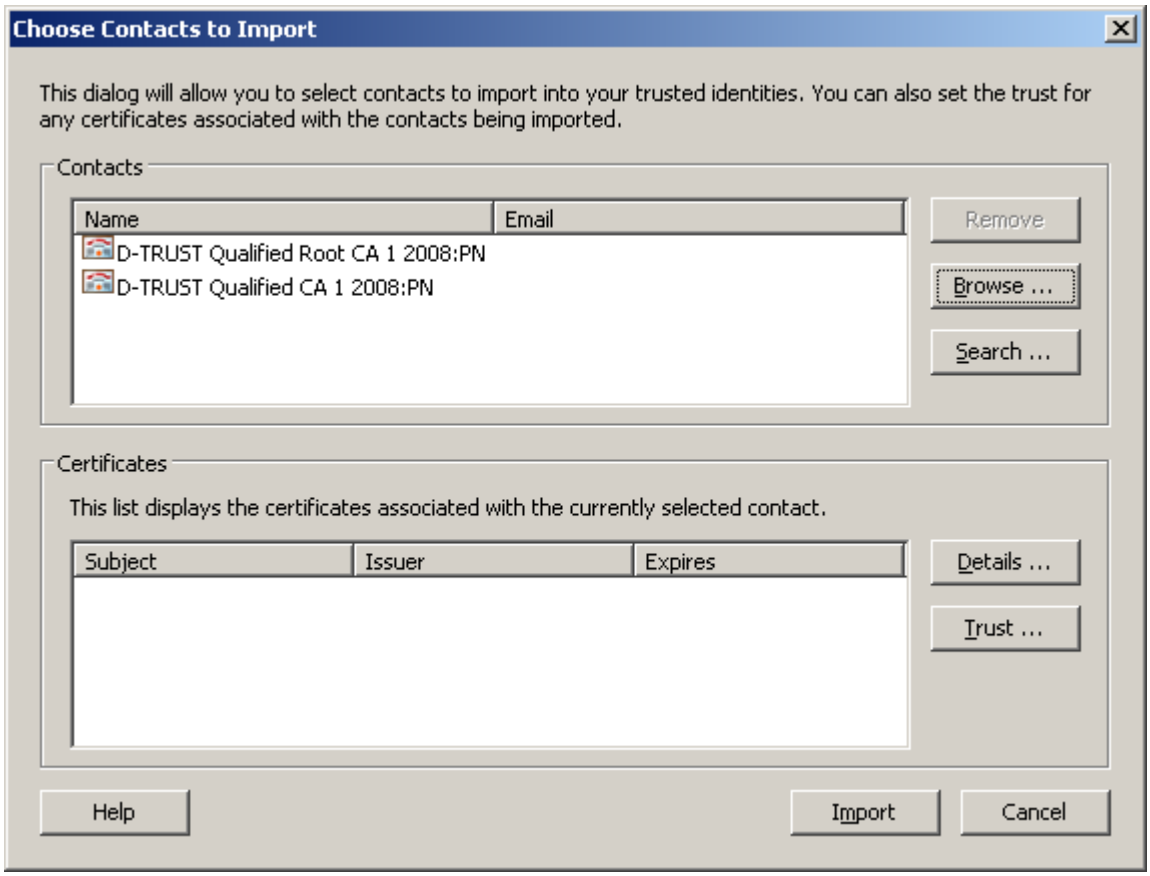
Select **D-TRUST_Qualified_Root_CA_1_2008.cer** and click on the “Open” button.

Then repeat for **D-TRUST_Qualified_CA_1_2008.cer**.

There are now two Certificates in the Contacts box.



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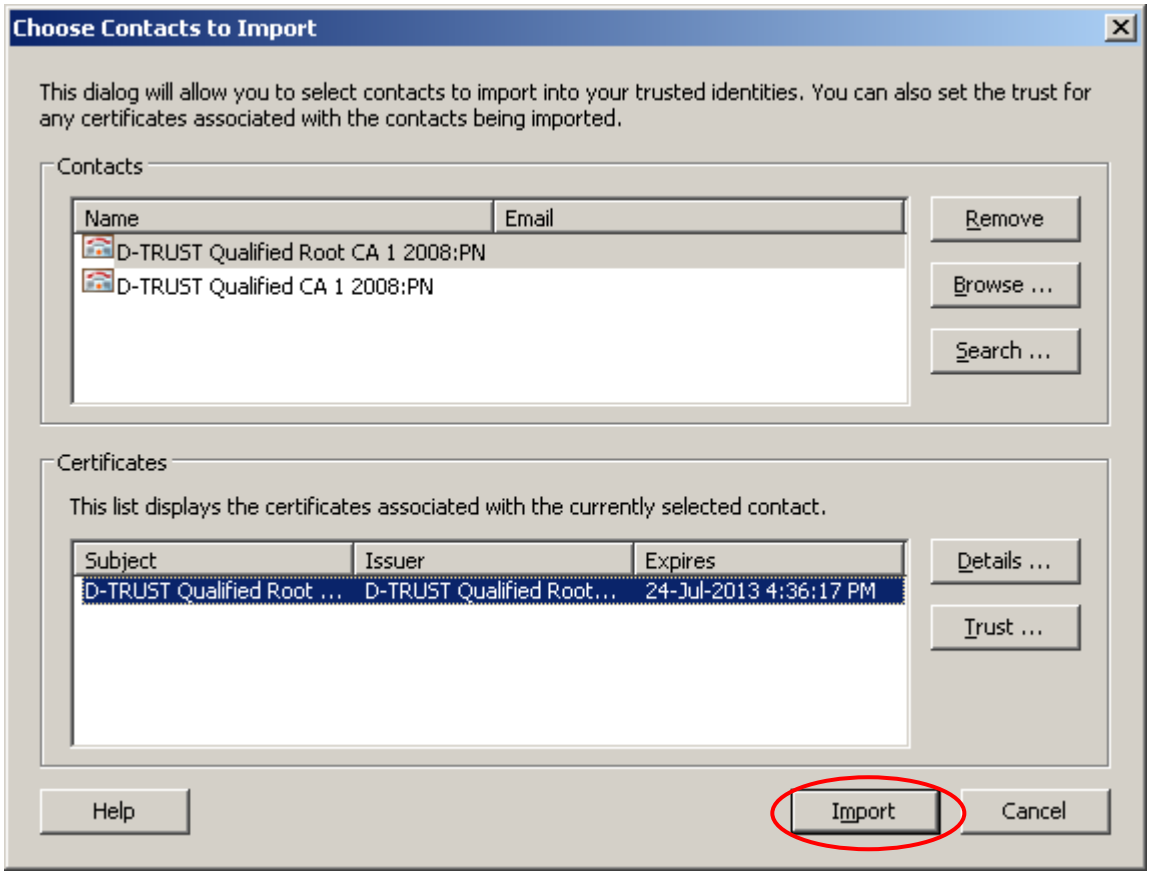
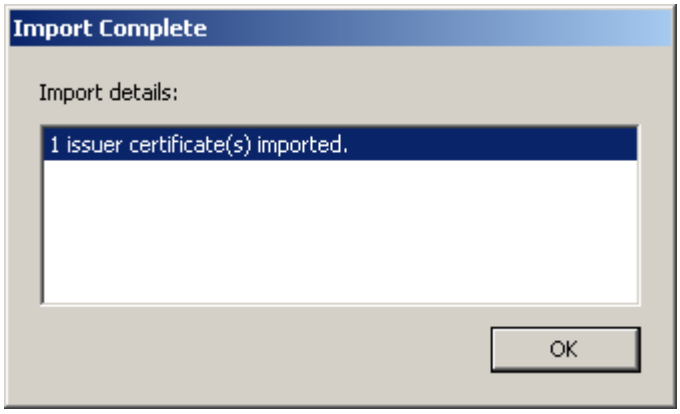
12. Select the entry in the Contacts pane and then click on the “Import” button





13. Repeat for the second of the certificate files saved to your local disk drive

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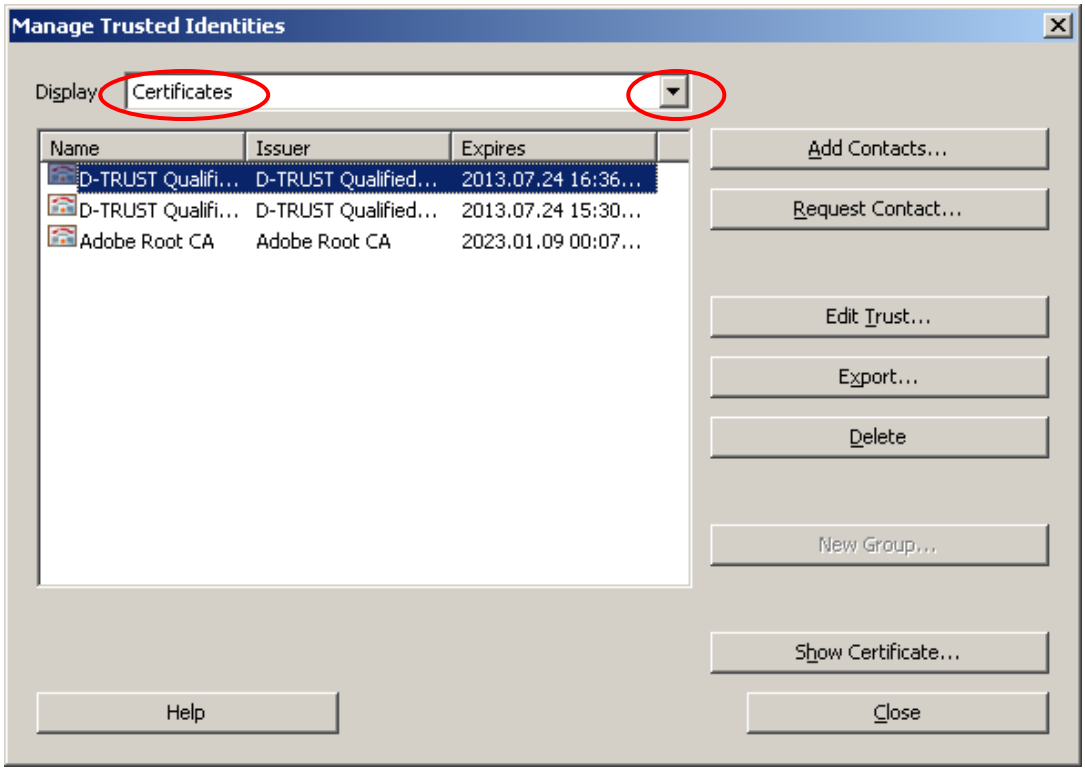
14. Go to Document, then “Manage Trusted Identities” window pane, select the “Display” drop down menu near the top, and select “Certificates” from the drop down list



15. You will now see the two certificates you have imported. Select one of the certificate entries you’ve imported from the list and click on the “Edit Trust” button.
Select “Signatures and as a trusted root” and “Certified Documents”

Repeat for the other certificate you imported

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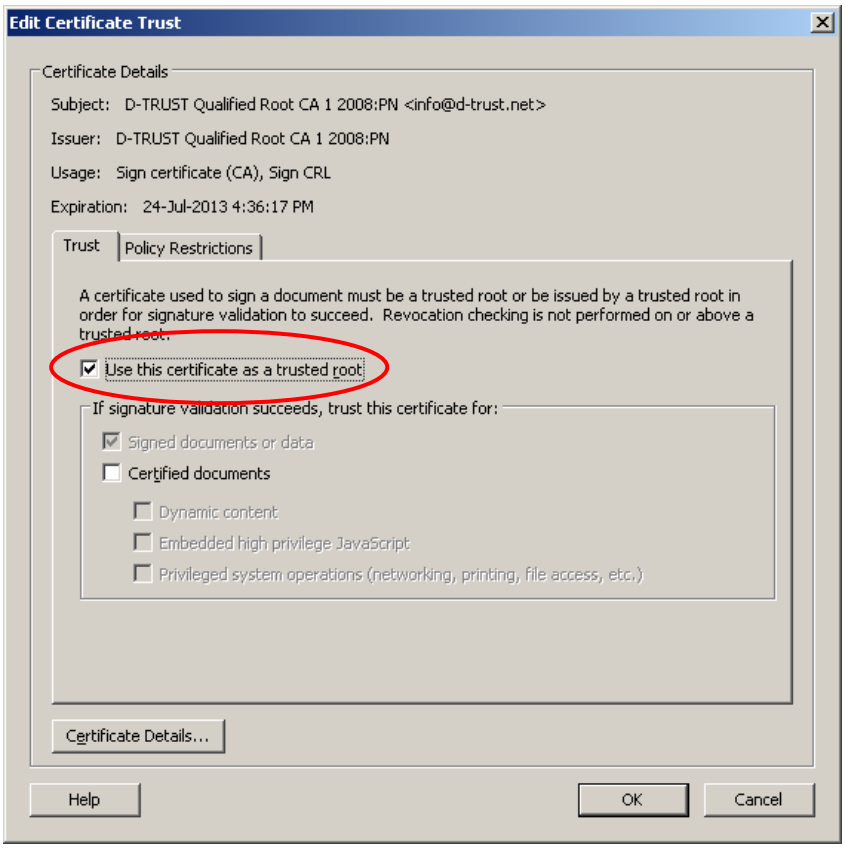
Edit Certificate Trust
Certificate Details
Subject: D-TRUST Qualified Root CA 1 2008:PN <info@d-trust.net>
Issuer: D-TRUST Qualified Root CA 1 2008:PN
Usage: Sign certificate (CA), Sign CRL
Expiration: 24-Jul-2013 4:36:17 PM
Trust
Policy Restrictions
A certificate used to sign a document must be a trusted root or be issued by a trusted root in order for signature validation to succeed. Revocation checking is not performed on or above a trusted root.
Use this certificate as a trusted root
If signature validation succeeds, trust this certificate for:
Signed documents or data
Certified documents
Dynamic content
Embedded high privilege JavaScript
Privileged system operations (networking, printing, file access, etc.)
Certificate Details...
Help
OK
Cancel

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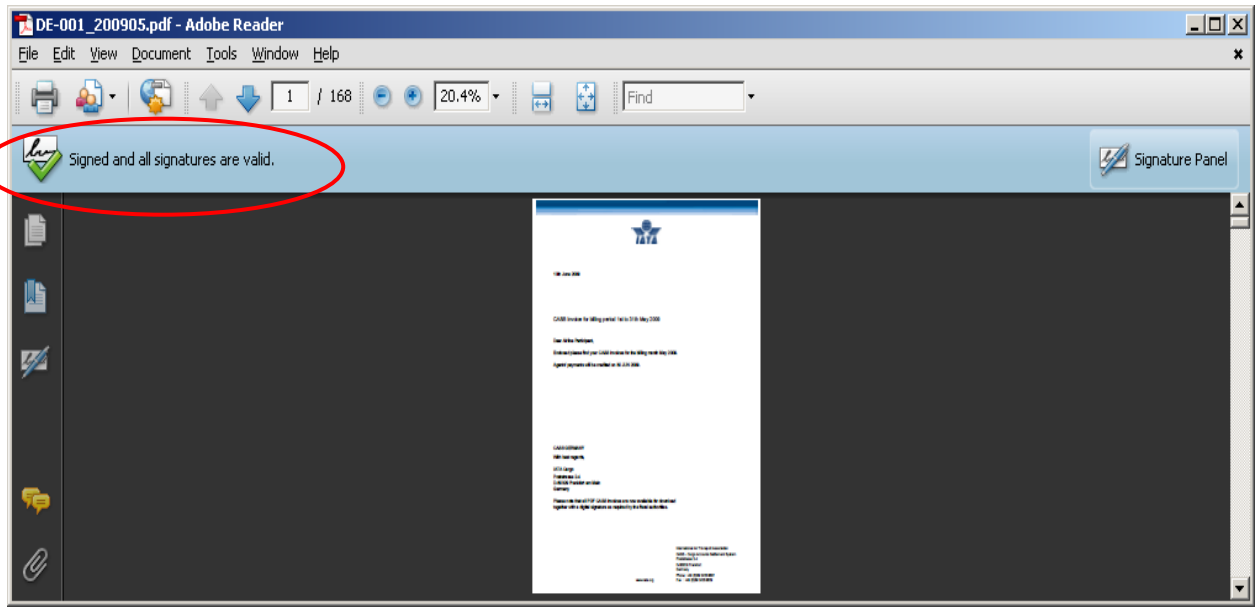
16. Now that the certificates have been imported and trusted, you can validate the signature for the signed document by clicking on the signature icon down the left hand side of the document to reveal the signature. Right mouse click on the signature (“Signed by D-Trust SDS <NN>:PN”) and select “Validate Signature” from the drop down list

Signature Validation Status
Signature is VALID, signed by D-TRUST SDS 137:PN.
- The Document has not been modified since this signature was applied.
- The signer's identity is valid.
Legal Notice...
Signature Properties...
Close

17. Once validated, a green tick should appear against the signature and the text “Signature is valid:” should appear below the signature



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